

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**November 28, 2023 6:00 pm**  
**Council Chambers**

A

A. ADOPTION OF AGENDA

B. DELEGATIONS

- a) Ag Society – Internet Invoice

C. MINUTES/NOTES

1. Committee Meeting Minutes
  - November 14, 2023
2. Council Meeting Minutes
  - November 14, 2023
3. Special Meeting Minutes
  - November 16, 2023
4. Coffee with Council – Division 4
  - November 16, 2023
5. Special Meeting Minutes
  - November 21, 2023

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
  - ORRSC Minutes October 12, 2023
  - ORRSC Minutes November 2, 2023
2. Councillor Rick Lemire – Division 2
3. Reeve Dave Cox – Division 3
4. Councillor Harold Hollingshead - Division 4
5. Councillor John MacGarva – Division 5
  - Lundbreck Citizens Council ask (Digital Monitor)

G. ADMINISTRATION REPORTS

1. Operations
  - a) Public Works Operations Report
    - Report from Public Works dated November 23, 2023
    - Public Works Call Log
  - b) Utilities & Infrastructure Report
    - Report from Public Works/Administration dated November 22, 2023
  - c) STARS Vigilant Services Report
    - Report from Public Works dated November 23, 2022
2. Finance
3. Planning and Community Services
  - a) Northern and Regional Economic Development Grant
    - Report from Development, dated November 16, 2023
  - b) Notice of Public Hearing – Bylaw No. 1165 (Municipality of Crownsest Pass)
    - Report from Development, dated November 16, 2023
4. Municipal
  - a) Administrative Support Activity
    - Report from Administration, dated November 23, 2023
  - b) Cancellation of December Meeting
    - Report from Administration, dated November 21, 2023

H. CORRESPONDENCE

1. For Action

- a) Breakfast with Santa – Heritage Acres
  - Is Council able to Volunteer, December 2 from 9 to noon

2. For Information

- a) Community Policing Report – CNP
  - Community Letter
  - Crime Statistics
  - RCMP Policing Report
- b) Emerging Trends in Municipal Law
  - Seminar In person or Virtual
- c) Thank you from Group Group Youth
- d) Regular Meeting of the Foothills Little Bow Municipal Association
- e) Candlelight Church Service
  - Invitation from Heritage Acres

I. NEW BUSINESS

J. CLOSED MEETING SESSION

- a) Beaver Mines Water and Sewer Exemption – FOIP Sec. 24.1.a

K. ADJOURNMENT



**ELECTRIC LTD**  
**BOX 1536**  
**PINCHER CREEK, AB.**  
**T0K 1W0**  
**T0K 1W0**



**GENERATORS & SOLAR**

A division of Riteline Electric Ltd.

B

# Invoice

Invoice To
PINCHER CREEK AG SOCIETY BOX 326 PINCHER CREEK, ALBERTA T0K 1W0

Date	Invoice #
11/20/2023	18844

P.O. No.	Terms	Project
	Due on receipt	

Description	Qty	UOM	Rate	Amount
ELECTRICAL: WORK ORDER #10573 INSTALL POINT TO POINT RADIOS ON COMMUNITY HALL AND AG BUILDING PULL WIRE FOR RADIOS AND CONNECT RUN CONDUIT FOR CAT6 IN PAVILION PULL AND TERMINATE CAT6 CABLES INSTALL BOOSTERS AND CONTROL BOX, POWER PLUG FOR RECEIVER AND INSTALL RECEIVER				
TOUGH COUNTRY TIME AND MATERIALS	1		1,795.00	1,795.00T
HOF ASE12x12x4NK Pull Box, Screw Cover	1		89.75	89.75T
CAT6CMR4PR/23 DATA CABLE	130	M	1.50	195.00T
IBV CI5106 3/4" ZINC EMT S-SCREW COUPLING	4		0.50	2.00T
IBV CI5006 3/4" ZINC EMT S-SCREW CONN	2		0.50	1.00T
RJ45 COUPLER UGREEN 20390P5	10		4.25	42.50T
SCF 3/4" EMT CONDUIT	50	FT	2.05	102.50T
IBV CI5004 1/2" ZINC EMT S - SCREW CONNECTORS	6		0.35	2.10T
IBV CI1304 1/2" 1 HOLE EMT STRAP	3		0.10	0.30T
SCF 1/2" EMT CONDUIT	20	FT	1.30	26.00T
TZ-34/8 GENIE LIFT DAILY	2	DAYS	200.00	400.00T
LABOR ----- LES	16	HR	70.00	1,120.00T
LABOR ----- GODFREY	7.5	HR	85.00	637.50T
LABOR ----- RILEY	8	HR	65.00	520.00T
Subtotal				4,933.65
Discount:			-1,183.65	-1,183.65
Subtotal				3,750.00
GST On Sales			5.00%	187.50

Thank you for choosing Riteline Electric. We appreciate your business!			<b>Total</b>	\$3,937.50
Phone #	Fax #	E-mail	<b>Payments/Credits</b>	\$0.00
403-627-5756	403-627-1575	office@ritelineelectric.com	<b>Balance Due</b>	\$3,937.50

GST/HST No.

888989118

MINUTES  
 REGULAR COUNCIL COMMITTEE MEETING  
 MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
 Tuesday, November 14, 2023 2:00 pm  
 Council Chambers

Present: Reeve Dave Cox, Deputy Reeve John MacGarva, and Councillors Rick Lemire, Tony Bruder and Harold Hollingshead.

Staff: CAO Roland Milligan, Financial Manager Brendan Schlossberger, Utilities & Infrastructure Manager David Desabrais, Public Works Manager Patrick Gauvreau, and Executive Assistant Jessica McClelland.

Reeve Dave Cox called the meeting to order, the time being 2:00 pm.

1. Approval of Agenda

Councillor Tony Bruder

Moved that the agenda for the November 14, 2023 be approved as presented.

Carried

2. Delegations

3. Water Situation Update

Utilities & Infrastructure Manager David Desabrais presented the updated water situation information.

4. Closed Session

Councillor Harold Hollingshead

Moved that Council move into closed session to discuss the following, the time being 2:37 pm.

- a) Draft 2024 Capital Budget – FOIP Sec 24.1.a
- b) Draft 2024 Operating Budget - Head Count – FOIP Sec 24.1.a
- c) Pincher Creek Early Learning Centre Funding Agreement – FOIP Sec 16.1.a
- d) Non-Union 2024 Salary Grid – FOIP Sec 19.1
- e) 2023 CAO Performance Review – FOIP Sec 19.2

Councillor John MacGarva

Moved that Council move out of closed session, the time being 4:17 pm.

Carried

5. Round Table

REGULAR COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
TUESDAY, NOVEMBER 14, 2023

6. Adjournment

Councillor Tony Bruder

Moved that the Committee Meeting adjourn, the time being 5:07 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**REGULAR COUNCIL MEETING**  
**NOVEMBER 14, 2023**

9768 C2

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, November 14, 2023 at 6:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

**PRESENT** Reeve Dave Cox, Deputy Reeve John MacGarva, and Councillors Tony Bruder, Harold Hollingshead and Rick Lemire.

**STAFF** CAO Roland Milligan, Director of Finance Meghan Dobie, Utilities & Infrastructure Manager David Desabrais, Public Works Manager Patrick Gauvreau, Development Officer Laura McKinnon, and Executive Assistant Jessica McClelland.

Reeve Dave Cox called the meeting to order at 6:00 pm.

**A. ADOPTION OF AGENDA**

Councillor John MacGarva 23/472

Moved that the Council Agenda for October 24, 2023 be amended to include:

Operations:

- Temporary Solution During Water Crisis

Municipal:

- Submission to Alberta Utilities Commission (AUC)
- Meeting Protocol

Information Action:

- Oldman Watershed Council (OWC) Board of Directors
- Memoranda of Respect (Blackfoot)
- Town Hall RCMP November 30, 2023
- Beavers in our Landscape Workshop

AND THAT the agenda be approved as amended.

Carried

**B. DELEGATIONS**

**C. MINUTES**

1) Council Committee Meeting Minutes – October 24, 2023

Councillor Tony Bruder 23/473

Moved that the minutes of the Council Committee Meeting of October 24, 2023 be approved as presented.

Carried

2) Council Meeting Minutes - October 24, 2023

Councillor Harold Hollingshead 23/474

Moved that the minutes of the Council Meeting of October 24, 2023 be approved as presented.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 November 14, 2023

3) Organizational Meeting Minutes - October 24, 2023

Councillor John MacGarva 23/475

Moved that the minutes of the Organizational Meeting Minutes of October 24, 2023 be amended to modify resolution 23/439 to:

- Council Committee Meetings be held the Second and Fourth Tuesday of each month, starting at 2:00 pm
- Council Meetings be held the Second and Fourth Tuesday of each month, starting at 6:00 pm

And that the minutes be approved as amended.

Carried

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
  - WBRA October Update
  - Crowsnest/Pincher Creek Landfill October Minutes
  - Twin Butte Remembrance Day Service
2. Councillor Rick Lemire – Division 2
  - Alberta South West
3. Reeve Dave Cox– Division 3
  - Beaver Mines Community Meeting
  - Fireman's Conference
4. Councillor Harold Hollingshead - Division 4
5. Councillor John MacGarva – Division 5
  - Mayors and Reeves
  - Lundbreck Citizens Council

Councillor John MacGarva 23/476

Moved to accept the Committee Reports as information.

Carried

G. ADMINISTRATION REPORTS

1. Operations
  - a) Public Works Operations Report

Councillor Tony Bruder 23/477

Moved that Council receive the Public Works Operations Report, including the call log, for the period October 20, 2023 to November 8, 2023 as information.

Carried

- b) Utilities & Infrastructure Report

Councillor John MacGarva 23/478

Moved that Council receive the Utilities & Infrastructure Report for the period October 18, 2023 to November 7, 2023 as information.

Carried

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c) Temporary Solution During Water Crisis

Councillor Tony Bruder 23/479

Moved that Council approve \$150,000 for a temporary pumping solution needed for the ongoing water crisis, with said funds coming from the tax rate stabilization reserve (6-12-0-735-6735).

Carried

2. Finance

a) Q3 2023 Financial Summary

Councillor Rick Lemire 23/480

Moved that Council receive the Q3 2023 Financial Summary as information.

Carried

b) Carry Forward Reserve – 2023 Adjustment

Councillor Harold Hollingshead 23/481

Moved that Council change the restricted use of the Community Values Study in the Next Years Completions Reserve, to the Water and Wastewater Infrastructure Reserve (6-12-0-758-6740) for \$20,000.

Carried

3. Development and Community Services

4. Municipal

a) Administrative Support Activity

Councillor John MacGarva 23/482

Moved that Council receive for information, the Administrative Support Activity report for the period of October 20, 2023 to November 8, 2023.

Carried

b) Submission to AUC

Councillor Tony Bruder 23/483

Moved that Council direct a letter be written to Alberta Utilities Commission in response to their renewables inquiry.

Carried

c) Meeting Protocol

Councillor Rick Lemire reviewed Bylaw 1276-17, Procedure Bylaw, reminding Council that the gallery shall only address Council during the delegation section of the meeting.

Councillor Tony Bruder 23/484

Moved that the discussion on Procedure Bylaw 1276-17 be received as information.

Carried



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## H. CORRESPONDENCE

### 1. For Action

#### a) Parade of Lights – November 17, 2023

John MacGarva 23/485

Moved to approve all interested Councillors to attend the Parade of Lights on Friday November 17, 2023.

Carried

#### b) Budget Consideration for 2024 H3TDA Membership Fee

Councillor John MacGarva 23/486

Moved that the MD approve the 2024 Membership Fee for the H3TDA, in the amount of \$1482.50.

Carried

#### c) Fire Underwriters Survey supports Canada's volunteer firefighters, our first responders

Councillor John MacGarva 23/487

Moved to receive the Fire Underwriters Survey supports Canada's volunteer firefighters, our first responders, as information.

Carried

#### d) Request for Funding – New Years Fireworks Castle Mountain Resort

Councillor Tony Bruder 23/488

Moved that Council grant funding for the New Years Fireworks Castle Mountain Resort in the amount of \$2500,

AND THAT this funding be contingent on Castle Mountain receiving a permit for Fire Works from Pincher Creek Emergency Services.

Carried

#### e) Oldman Watershed Council (OWC) Board of Directors

Councillor Rick Lemire 23/489

Moved that Council receive the Oldman Watershed Council Board of Directors invitation as information.

Carried

#### f) Memoranda of Respect (Blackfoot)

Councillor Tony Bruder 23/490

Moved that Council support the Memoranda of Respect and Understanding (Blackfoot),

AND THAT the MD will sign at the ceremony in January 2024 if Piikani is there signing as well.

Carried

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g) Town Hall RCMP November 30, 2023

Councillor Rick Lemire 23/491

Moved that any interested Councillor be authorized to attend the RCMP Town Hall on November 30, 2023.

Carried

h) Beavers in our Landscape

Councillor John MacGarva 23/492

Moved that any interested Councillor be authorized to attend the Beavers in our Landscape Workshop on November 23, or 24, 2023.

Carried

2. For Information

Councillor Harold Hollingshead 23/493

Moved that the following be received as information:

- a) Alberta Clean Energy Benefits
  - Map of benefits provided by Alberta SouthWest
- b) NGTL West Path Delivery 2023 Project: In-Service Announcement
  - NGTL In-Service Notification
  - TC Energy Brochure – Living and Working Near Pipelines
- c) TC Energy Blowdown - NE 11-8-3 W5M - Nov 29th to Nov 30th
  - NGTL Notification Map
  - Blowdown Fact Sheet

Carried

Meghan Dobie left the meeting at this time, the time being 7:52pm.

I. NEW BUSINESS

J. CLOSED SESSION

Councillor Rick Lemire 23/494

Moved that Council move into closed session to discuss the following, the time being 7:59 pm:

- a) Lundbreck 2nd Street Drainage Options – FOIP Sec. 24.1.a
- b) Loss of Cattle – Hengerer – FOIP Sec. 24.1.a
- c) Appointment of Member to Committee – Chinook Intermunicipal Subdivision and Development Appeal Board – FOIP Sec. 19.1

Councillor John MacGarva 23/495

Moved that Council move out of closed session, the time being 8:29 pm.

Carried

a) Lundbreck 2nd Street Drainage Options

Councillor John MacGarva 23/496

Moved that Council direct Public Works to implement Option 1 and closely monitor 2<sup>nd</sup> Street drainage with additional maintenance over Winter and melt periods;

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AND THAT Public Works report back on results of maintenance and monitoring in Spring of 2024.

Carried

b) Loss of Cattle – Hengerer

Councillor Tony Bruder

23/497

Moved that Council reimburse Mr. Hengerer \$3,000 for the loss of his cattle, with said funds coming from the tax rate stabilization reserve.

Carried

c) Appointment of Member to Committee – Chinook Intermunicipal Subdivision and Development Appeal Board

Councillor Harold Hollingshead

23/498

Moved that Council appoint Jim Welsch to the Chinook Intermunicipal Subdivision and Development Appeal Board for a 2 year term.

Carried

K. ADJOURNMENT

Councillor Rick Lemire

23/499

Moved that Council adjourn the meeting, the time being 8:35 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SPECIAL COUNCIL MEETING**  
**NOVEMBER 16, 2023**

9775 C3

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Thursday November 16, 2023 in the MD of Pincher Creek Council Chambers.

Notice of this Special Council Meeting was posted on the MD website and social media.

**PRESENT** Reeve Dave Cox, Deputy Reeve Tony Bruder, and Councillors Rick Lemire, Harold Hollingshead and John MacGarva.

**STAFF** Director of Finance Meghan Dobie, and Finance Manager Brendan Schlossberger.

Reeve Dave Cox called the meeting to order at 9:00 am.

**A. ADOPTION OF AGENDA**

Councillor Tony Bruder 23/500

Moved that the Council Agenda for November 16, 2023 be approved as presented.

Carried

**B. CLOSED SESSION**

Councillor Harold Hollingshead 23/501

Moved that Council move into closed session to discuss the following, the time being 9:15 am:

a) Draft Operational Budget – FOIP Sec. 24.1.a

Councillor John MacGarva 23/502

Moved that Council move out of closed session, the time being 3:00 pm.

Carried

**C. ADJOURNMENT**

Councillor Tony Bruder 23/503

Moved that Council adjourn the meeting, the time being 3:01 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

Coffee with Council – Division 4  
Thursday November 16, 2023  
6:00 pm  
Summerview Hall (Heritage Acres)

Attendees:

MD of Pincher Creek:

Reeve Dave Cox, Deputy Reeve John MacGarva, Councillors Rick Lemire, Harold Hollingshead, Tony Bruder, and Executive Assistant Jessica McClelland.

Audience:

Approximately 23 residents from the Division 4 area

Welcome from Reeve Dave Cox

- Welcomed all to the meeting and thanked everyone for coming out
- Went around the room to the other Councillors so they could introduce themselves

The following topics were discussed with Council and the public:

Intake for Cowley – water issues

- MD is currently trucking water
- Multiple proposals from operations to find a solution
- Currently looking at temporary and long term fixes
- Temporary – MD trucking water, pump at river to existing intake
- Long term – 6 different test holes have been tested for a well (water filtration system)
- Town of Pincher Creek is a different water license and source
- Currently using a combination of contractor and MD trucks
- Water level is still dropping

Could MD use old castle site?

- That water license is not longer valid
- No infrastructure at that site

Red lights on Wind Turbines – ENEL promised to only flash lights when planes are nearby and it seems hit and miss, Are there new windfarms in the pipeline?

- Until transmission line increases there will be limited development
- Currently a moratorium on wind farm development

How much tax base do wind turbines bring in?

- Approximately 30%

Roads – Summer maintenance. MD managers complains, that should change. Does MD monitor where equipment is or what they are doing?

- MD uses MRF but it only shows where the equipment is, not if blade is down
- Public Works Manager has been on for 5 months and is monitoring roads and operators

Coffee with Council – Division 4  
Thursday November 16, 2023

Benefit of dust control? When it's wet, it's disgusting

- MD currently uses MG30 which holds moisture, when road is too wet the product is viscous
- Product is cost effective
- 90% of Municipalities use MG30
- If our roads were in better condition the product would work as intended
- Council tasked staff to look at different products for 2024

Castleview Estates snow removal. Residents are allowed access all year round but have no snow removal to access homes

- Alberta Parks owns the land and is responsible for snow removal and maintenance
- MD can put pressure on Ministers to assist with snow removal

Roads were designed for different uses than what they are used for now. Vehicles are larger, increased traffic

Snow plows go too fast and leave washboard

Who controls speed limit on MD roads?

- RCMP/call Val Dennis
- MD to look at getting another speed sign to move around the divisions

Snow Removal. Residents pushing snow onto roads cause safety issues.

- MD is aware and has a policy
- More education to the public

Are Provincial funds decreasing?

- Yes. All Government funds have been reduced

Fire fighting. Landowners receive fire bill even when they are the ones to help fight the fire.

- The Commission has the choice to call in other resources if they feel its necessary
- Process from the MD has not changed
- Bylaw states landowner pays
- Maximum charge from Emergency Services is \$25k (which is usually same as insurance coverage)

Unless you have a farm, you can not insure vacant land

Rural Crime/Citizens on Patrol

- Kim Hurst presented
- Pincher Creek will see more rural crime, and we need people looking after neighbors
- Partnered with Rural Crime Watch and Citizens on Patrol
- Rural Crime Watch is now using the RAVE alert program, which can send a text immediately if there is something suspicious in the area

General discussion on Bylaw enforcement vs. Peace Officer. MD is looking at filling a position in this matter

Meeting concluded at 8:00 pm

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SPECIAL COUNCIL MEETING**  
**NOVEMBER 21, 2023**

9776 C5

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Thursday November 21, 2023 in the MD of Pincher Creek Council Chambers.

Notice of this Special Council Meeting was posted on the MD website and social media.

- PRESENT** Reeve Dave Cox, Deputy Reeve Tony Bruder, and Councillors Rick Lemire, Harold Hollingshead and John MacGarva.
- STAFF** Director of Finance Meghan Dobie, and Executive Assistant Jessica McClelland.
- ALSO** Town of Pincher Creek: Mayor Don Anderberg, Councillors Mark Barber, Garry Cleland, David Green, Sahra Nodge, Wayne Oliver and Brian Wright. CAO Angie Lucas, Director of Finance and Human Resources Wendy Catonio and Executive Assistant Kristie Green.

Reeve Dave Cox called the meeting to order at 6:00 pm.

**A. ADOPTION OF AGENDA**

Councillor John MacGarva 23/504

Moved that the Special Council Agenda for November 21, 2023 be approved as presented.

Carried

**B. DELEGATION**

Draft 2024 Pincher Creek Emergency Services Budget

Fire Chief Pat Neumann attended the meeting at this time to present the Draft 2024 PCESC Budget to both Councils for their consideration.

Fire Chief Neumann left the meeting at this time, the time 6:11 pm.

**C. NEW BUSINESS**

1) Shared Bylaw Services

The MD of Pincher Creek is looking into creating a Bylaw Officer position and questioned if the Town would want to partner on a position. The Town of Pincher Creek had a Bylaw Officer but they have resigned for later this month. The Town doesn't feel they are in a position to assist with a shared employee at this time. The Town also questioned if Bylaw Officers can work in two different jurisdictions, administration will look into the legality.

2) Pincher Creek Early Learning Centre Update

As funding from the MD to the Town was dependant on the operations of the facility being a Daycare Centre, MD Council requested an update on the recent closure Sage Centre Daycare. The Town advised that staffing at certain levels of childcare (Level 1 through 3) wasn't up to licencing codes, therefor the centre had to close its doors. Currently they have moved a few children to the other centre and are looking at staffing options. Future plans are to reopen Sage Centre if/when educated and dependable staffing are available. No current timeline to reopen.

Some members of Town Council showed interest in the MD joining the Early Learning Centre board, but no formal request was made.

3) Arena Audio/Visual Upgrade costs (Pincher Creek Arena)

Town Councillor Wrights will contact the Hockey Association president to have her reach out to Recreation to discuss grants and logistics to have the Arena Audio upgrades project looked at in 2024.

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4) Ag Society Internet Invoice

Councillor Tony Bruder 23/505

Moved that the Ag Society be invited to attend a future MD Council meeting to discuss the invoice for internet installed at the Horseshoe Pavilion.

Carried

D. CLOSED SESSION

Councillor Harold Hollingshead 23/506

Moved that Council move into closed session to discuss the following, the time being 7:32 pm:

a) Energy Lead Position – FOIP Sec. 16.1

Councillor Harold Hollingshead 23/507

Moved that Council move out of closed session, the time being 7:54 pm.

Carried

Councillor Tony Bruder 23/508

Moved that Council support the Energy Lead Position through the Clean Energy Improvement Program moving forward into 2024.

Carried

E. NEXT MEETING

January 16, 2023 at 5:00 pm – MD to host

F. ADJOURNMENT

Councillor John MacGarava 23/509

Moved that Council adjourn the meeting, the time being 7:58 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER





**EXECUTIVE COMMITTEE MEETING MINUTES**  
**October 12, 2023; 6:00 pm**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 12, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

Executive Committee:

Gordon Wolstenholme, Chair  
 Don Anderberg, Vice Chair, Virtual  
 David Cody  
 Christopher Northcott, Virtual  
 Jesse Potrie  
 Neil Sieben  
 Brad Schlossberger, Virtual

Staff:

Steve Harty, Senior Planner  
 Raeanne Keer, Executive Assistant  
 Gavin Scott, Senior Planner  
 Jaime Thomas, GIS Analyst

Chair Wolstenholme called the meeting to order at 6:00 pm.

**1. Approval of Agenda**

**Moved by: Christopher Northcott**

THAT the Executive Committee adopts the October 13, 2023 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Don Anderberg**

THAT the Executive Committee approves the July 13, 2023 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

#### 4. Official Business

##### a. GIS Presentation – Jaime Thomas

J. Thomas, GIS Analyst, presented information on the current GIS system, recently implemented applications accessible within the system, and examples of special projects developed for member municipalities.

##### b. Chinook Intermunicipal SDAB Mid-Year Report

R. Keer, Executive Assistant, presented the mid-year report for the Chinook Intermunicipal Subdivision and Development Appeal Board to the Committee, highlighting that as of August 29, 2023 10 appeal applications have been received, with 8 hearings held, and 2 appeals withdrawn.

R. Keer noted that currently 34 of the 39 member municipalities are a part of the Chinook Intermunicipal SDAB, with anticipation of another municipality joining soon.

##### c. Regional Assessment Review Board Report

R. Keer, presented an update on the 2023 Assessment Review Board, highlighting that as of August 29, 2023 27 Assessment Complaints were received, and that the hearings have been scheduled within their respective municipalities through October and November 2023.

R. Keer noted that currently 35 of the 39 member municipalities are a part of the Regional Assessment Review Board for an annual fee of \$225.00, and that ORRSC currently provides services to two municipalities outside of the membership, the Town of Coaldale and Improvement District No. 4 (Waterton) for a higher annual fee of \$500.00.

R. Keer stated that the current annual fee has not been increased for a number of years, and that Administration is recommending increasing the member fee from \$225.00 to \$300.00, and the non-members from \$500.00 to \$650.00, approximately a 30% increase. R. Keer stated that Administration would like direction from the Executive on this increase as it will have implications for the budget process and will be required to initiate updating contracts with the member municipalities regarding this service.

##### **Moved by: Jesse Potrie**

THAT the Executive Committee approves the increase for member municipalities from \$225.00 to \$300.00, and non-member municipalities from \$500.00 to \$650.00, approximately a 30% increase, for budget purposes, and for Administration to begin reviewing for contract amendments with the participating municipalities.

The Committee discussed whether the increase to the annual fee should be discussed further as part of the budget deliberations at the next meeting.

J. Potrie withdrew his motion.

**Moved by: Christopher Northcott**

THAT the Executive Committee directs Administration to review the annual fee increase by 30% for the Assessment Review Board for the 2024 draft budget.

**CARRIED**

**d. Mileage Rate Report**

R. Keer presented the Mileage Rate Report to the Committee, highlighting that ORRSC currently uses two different mileage rates for various functions within the organization, the Canada Revenue Agency mileage rate and the Government of Alberta Travel, Meal, and Hospitality Expenses Policy mileage rate.

R. Keer stated that Administration is requesting direction on if the Committee would like to standardize the rate across the organization, and if so, what mileage rate they would like to set.

**Moved by: Don Anderberg**

THAT the Executive Committee directs Administration to implement the Canada Revenue Agency Mileage Rate as the corporate standard, effective for the 2024 Budget.

**CARRIED**

**e. 2024 Operating Budget & 5 Year Capital Plan - Draft**

The Executive Committee reviewed the draft 2024 Operating Budget and 5 Year Capital Plan.

The Committee discussed the organization's current financial situation, and potential impacts on the 2024 Operating Budget.

Brad Schlossberger and Christopher Northcott left the meeting at 7:00 p.m. and did not return.

The Committee discussed having a special budget meeting prior to the next monthly Executive Committee meeting.

**Moved by: David Cody**

THAT the Executive Committee scheduled a Special Budget Executive Committee Meeting for Thursday, November 2, 2023 at 6:00 p.m.

**CARRIED**

**f. 2023 Annual Chief Administrative Officer Performance Evaluation**

R. Keer presented the 2023 Annual Chief Administrative Officers Performance Evaluation to the Committee.

The Committee discussed submitting the forms to Chair Wolstenholme for compilation for the November 9<sup>th</sup> Executive Committee Meeting.

**g. Subdivision Activity**

- **As of September 30, 2023**

G. Scott, Senior Planner, presented the Subdivision Activity Reports as of September 30, 2023 to the Committee.

**5. Accounts**

**a. Office Accounts**

**(i) Monthly Office Accounts**

- June 2023 - August 2023

**(ii) Payments and Credits**

- May 2023 - July 2023

Chair Wolstenholme presented the Monthly Office Accounts and the Payments and Credits to the Committee.

**Moved by: Don Anderberg**

THAT the Executive Committee approves the Monthly Office Account for June 2023 through August 2023 and the Payments and Credits for May 2023 through July 2023, as presented.

**CARRIED**

**b. Financial Statements**

**(i) Balance Sheet**

- As of August 31, 2023

**(ii) Comparative Income Statement**

- As of August 31, 2023

**(iii) Details of Account**

- As of August 31, 2023

Chair Wolstenholme presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of May 31, 2023 to the Committee.

**Moved by: David Cody**

THAT the Executive Committee approves the Balance Sheet as of August 31, 2023, the Comparative Income Statement as of August 31, 2023, and the Details of Account as of August 31, 2023, as presented.

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

**8. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:35 pm.

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES**  
**November 2, 2023; 6:00 pm**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

The Special Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

Executive Committee:

Gordon Wolstenholme, Chair  
Don Anderberg, Vice Chair, Virtual  
David Cody  
Christopher Northcott, Virtual  
Jesse Potrie  
Neil Sieben  
Brad Schlossberger

Staff:

Raeanne Keer, Executive Assistant  
Lenze Kuiper, Chief Administrative Officer

Chair Wolstenholme called the meeting to order at 6:00 pm.

**1. Approval of Agenda**

L. Kuiper, Chief Administrative Officer, stated that Administration has prepared additions to the Agenda to potentially relieve the need to meet again next week, depending on discussions regarding the proposed 2024 Operating Budget.

L. Kuiper proposed the following additions:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);
- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

**Moved by: Neil Sieben**

THAT the Executive Committee adopts the November 2, 2023 Executive Committee Meeting Agenda, as amended to include:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);

- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

**CARRIED**

**2. Official Business**

**a. Chinook SDAB & Regional ARB Annual Fee Analysis**

R. Keer, Executive Assistant, presented a fee analysis for the annual fees charged to participating municipalities for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Review Board.

The Committee discussed the administrative roles and responsibilities of maintaining and managing the Chinook SDAB and Regional ARB.

**Moved by: Don Anderberg**

THAT the Executive Committee directs Administration to increase the annual fee for the Regional Assessment Review Board from \$225.00 a year to \$500.00 a year, effective for 2024.

**CARRIED**

**Moved by: David Cody**

THAT the Executive Committee directs Administration to leave the annual fee for the Chinook Intermunicipal Subdivision and Development Appeal Board as \$500.00 a year for 2024.

**CARRIED**

**b. 2023 Cash Flow Report**

L. Kuiper presented the 2023 Cash Flow Report to the Executive Committee.

**c. 2024 Operating Budget & 2023-2027 Capital Budget**

L. Kuiper presented the proposed 2024 Operating Budget, highlighting proposed increases to membership fees for planning and GIS, the decreased proposed Fee for Service Revenue, and decreased proposed Subdivision Fees Revenue.

The Committee discussed the 50% subdivision fee reduction received by municipalities, and the loss of income to the organization associated. The Committee discussed the no charge

policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

**Moved by: Brad Schlossberger**

THAT the Executive Committee directs Administration stop the subdivision fee membership discount of 50% and the no charge policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

**CARRIED**

L. Kuiper continued presenting the 2024 Operating Budget to the Committee.

The Committee discussed a further increase in membership fees for both planning and GIS.

The Committee discussed further decreasing the proposed revenue for Fee for Service and Subdivision Fees to correlate stronger with recent years.

**d. Subdivision Activity**

- **As of October 31, 2023**

L. Kuiper presented the Subdivision Activity Reports as of October 31, 2023 to the Committee.

**3. Accounts**

**a. Office Accounts**

**(i) Monthly Office Accounts**

- September 2023

**(ii) Payments and Credits**

- August 2023

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits to the Committee.

**Moved by: Brad Schlossberger**

THAT the Executive Committee approves the Monthly Office Accounts for September 2023 and the Payments and Credits for August 2023, as presented.

**CARRIED**

**b. Financial Statements**

**(i) Balance Sheet**

- As of September 30, 2023

**(ii) Comparative Income Statement**

- As of September 30, 2023



**(iii) Details of Account**

- As of September 30, 2023

L. Kuiper presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of September 30, 2023 to the Committee.

**Moved by: Jesse Potrie**

THAT the Executive Committee approves the Balance Sheet as of September 30, 2023, the Comparative Income Statement as of September 30, 2023, and the Details of Account as of September 30, 2023, as presented.

**CARRIED**

**6. CAO Report**

L. Kuiper presented his CAO Report to the Committee

**7. Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

**8. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:46 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

Box 208  
Lundbreck, AB  
T0K 1H0  
November 13/23

M.D. of Pincher Creek  
Box 279  
Pincher Creek, AB T0K 1W0


Dear M.D. Reeve and Councillors:

The Lundbreck Citizens Council's next project is to work towards acquiring a 4'x 6' digital monitor. We hope to mount it outside on the north wall of the hall porch, which we feel is a perfect place for everyone coming into our hamlet to see any announcements on it. We hope that local businesses and the school may use it as well, to advertise their products or functions. There are so many different features that we can do with this monitor such as for example: pictures, animation, a video of Lundbreck Falls, for tourists coming into town that may not know it exists; or to announce any emergency situations and what to do, or who to contact. A perfect example is not long ago we had an incident at the local Brewery and the MD put it out on social media to "take shelter" until further notice. Most did not even know this was happening and not everyone is on social media. Our group would advertise our monthly meetings and any functions happening at our hall.

I've chatted with Liza Dawber, Pincher Creek's grant specialist and she has suggested that we apply to the Community Foundation in Lethbridge. Unfortunately, we are not a charitable organization (only a non-profit society) which is a requirement. However, if we have the backing of the M.D., as host for the grant, we can apply for their Community Priorities grant which has a March 15, 2024 deadline. Expectations for the M.D. would be to provide a letter stating that they support the application and that the M.D. will receive the funds on our behalf and then provide us with the funds so that we can complete the project. We would then assist the M.D. with any reporting requirements. If the council so agrees with this request, I'd like to take it a step further and ask if council would add to the letter to the Community Foundation, that you will host us for future grants for the next 5 years (this was a suggestion from the Community Foundation). That way we don't have to ask year after year for this requirement. We would gladly give the MD a heads up when/if we apply for this grant in the future.

Thank you for considering my request and I hope to hear from you soon. You may contact me at 403-628-3785 or email [grbcomp@shaw.ca](mailto:grbcomp@shaw.ca) should you have any questions.

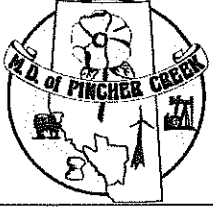

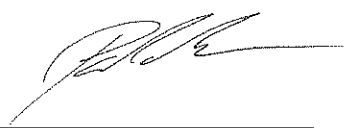
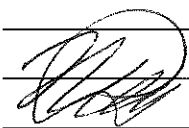
Yours truly,



Robyn Dowson

# Recommendation to Council

G1a

<b>TITLE: PUBLIC WORK OPERATIONAL REPORT</b>			
<b>PREPARED BY: PATRICK GAUVREAU</b>		<b>DATE: NOVEMBER 22, 2023</b>	
<b>DEPARTMENT: PUBLIC WORKS</b>			
 _____ <b>Department Supervisor</b>	November 22, 2023 _____ <b>Date</b>	<b>ATTACHMENTS:</b> 1. Call Log – Updated 11/22/23	
<b>APPROVALS:</b>			
 _____ <b>Department Director</b>	November 22, 2023 _____ <b>Date</b>	 _____ Active CAO	Nov 23, 2023 _____ <b>Date</b>

**RECOMMENDATION:**

**THAT Council, accept the Public Works Operational report for the period of November 8, 2023 to November 22, 2023 as information.**

**BACKGROUND:**

**PUBLIC WORKS OPERATIONS FROM NOVEMBER 8, 2023 TO NOVEMBER 22, 2023:**

**FLEET/MECHANICS SHOP NOVEMBER 6 – NOVEMBER 10**  
 Unit 24 - CVIP  
 Unit 418 - Hood Straps  
 Unit 431 - External water pump rebuild/ troubleshooting  
 Unit 402 - Service call  
 Unit 421 - Window replacement

**FLEET/MECHANICS SHOP NOVEMBER 14 – NOVEMBER 22**  
 Unit 04 - Fuel pump codes  
 Unit 402 - CVIP  
 Water pump fixes (for cow creek culvert project)  
 SOS ( oil ) reports

## Recommendation to Council

### **IN FIELD OPERATIONS**

1. Cow creek enviro-span project complete
2. 6 to 7 Graders maintaining roads
3. Temp snow fencing completed
4. Road side ditch mowing completed
5. Permanent snow fence and rebuild started
6. Starting some in house grader training
7. Monitoring South Fork hill slide

#### Other Misc:

Working with ISL on short and long term solutions for the slide on the South Fork Road. The slide is still moving, and has not stabilized. Staff are monitoring it during workdays.

The Boat Club Road ditching project has been completed.

Working with CP Rail on improving sightlines (by clearing trees) which are on MD and private property.

There is a bit of work for our crews to go do at the Airport with clearing and properly disposing of the construction material from the home to the landfill.

### **10 YEAR PW STRATEGIC MASTER PLAN**

The MD received two qualifying proposals which each Consulting firm have demonstrated an understanding of the scope of work involved in this project. One proposal was from MCG Consulting Solutions (MCGCS) for the total bid amount of \$89,350 + applicable taxes. The other proposal was received by Operations Economic Inc. (OEI) for the total bid amount of \$49,060 + applicable taxes. Staff will be awarding the project to OEI.

### **FINANCIAL IMPLICATIONS:**

None

REQUEST ID NUMBER	Internal/External	DIVISION	CONCERN/REQUEST	REQUEST DATE	ACTION TAKEN	FOLLOW UP	COMPLETION DATE
2023-157	External	Division 1	Would like the road graveled. West section of Mitchell Road. By Island lake. If gated is locked call Bill	July 13, 2023	Scheduled for later date	To be inspected	
2023-167	External		Access off highway road need to be graded to bottom of hill	July 31, 2023	To be actioned	Question on who owns road.	
2023-179	External	Division 3	Purchased gravel from us, and wasn't home when delivered. would like gravel leveled out , and spread around evenly.	August 15, 2023	To be actioned	PW to inspect	
2023-192	External	Division 3	Lundbreck Mobile park green space has lots of damage from MD's heavy equipment on the soft ground and now they are unable to mow the grass. Hoping to get it fixed, she will be sending the pictures to PW email.	August 28, 2023	To be actioned	PW - Contact Contractor	
2023-208	External	Division 3	Our grader hit his sign a while back so he called and ordered a sign from us 2-3 months ago. Wondering when it will be in.	September 7, 2023	Scheduled for later date	Sign is to be ordered by Development next round	
2023-245	External	Division 1	Driveway grading.	October 10, 2023	To be actioned		
2023-258	External	Division 3	Snowfence Needs Repair	October 13, 2023	To be actioned		
2023-260	External	Division 3	Driveway Grading	October 13, 2023	To be actioned	To be done when caught up	
2023-261	External	Division 3	Hoping to get driveway graded, been on the list a while as there was a mixup with his previous property	October 13, 2023	To be actioned	To be done when caught up	
2023-262	External	Division 3	Driveway grading	October 16, 2023	To be actioned	To be done when caught up	
2023-264	External	Division 5	talked to someone last year regarding snow fence in Burmis Mountain Estates - by Hiawatha Campground. Just following up if someone could give him a call.	October 16, 2023	To be actioned	Solution being worked on	
2023-266	External	Division 2	Driveway Grading	October 16, 2023	To be actioned	To be done when caught up	

REQUEST ID NUMBER	Internal/External	DIVISION	CONCERN/REQUEST	REQUEST DATE	ACTION TAKEN	FOLLOW UP	COMPLETION DATE
2023-268	External		RR 29-3A starting at TWP 6-4 top of the hill, grading is not cutting it, it also needs gravel, after the moisture it is a rutted out mess again	October 17, 2023	To be actioned	Graveling halted due to weather	
2023-270	External	Division 4	called back to give me correct road. RR 29-1 Near the summer view feedlot. they put a speacial tratment on road 4-5 years ago and its starting to break down and there is pretty bad holes that need to be filled. Going up the river hill. About 5 big holes	October 17, 2023	Scheduled for later date	Need to be addressed 2024	
2023-276	External	Division 3	Gravel Purchase (Oct 20 if possible) Sent to PW	October 20, 2023	To be actioned		
2023-278	External	Division 5	culvert going in at du ranch needs to be changed out. Hiway 3 to chappel rock as the tc enegy ruined road and it needs to be fixed.	October 23, 2023	To be actioned	Culvert with engineers - Graveling halted	
2023-281	External	Division 5	Email stating the repeated calls and complains about the north burmis road that was ruined by TC energy, the residents want it fixed as its pure mud/clay and they are ruining their vehicles/tires	October 24, 2023	To be actioned	Graveling halted due to weather	
2023-283	External	Division 4	Upper Tennessee/Gap Road is super muddy needs gravel Rg30-1A	October 24, 2023	Completed	Graveling halted due to weather	November 9, 2023
2023-284	External	Division 1	Shrubbs and trees in the ditch that should be cut as they will cause issues with the snow. north of railway tracks off 505	October 24, 2023	To be actioned	To be checked	
2023-286	External	Division 5	No gravel left on the road, and has turned to a mud bath, road needs attention asap	October 26, 2023	To be actioned	Graveling halted due to weather	
2023-294	External	Division 4	TWP 7-3 RR1-1 Road on the way from cowly going east just over the tracks then left to dead end going north.down to clay on the roads, really needs gravel.	November 1, 2023	To be actioned		
2023-295	Internal		Operator is struggeling to lock and keep the door shut on the Eco Center Shack, becoming a hazard	November 2, 2023	To be actioned	Door to be installed	November 21, 2023
2023-297	External	Division 2	Needs Grader, First farm and road allowance on Crook road.	November 6, 2023	Completed		November 20, 2023
2023-298	External	Division 3	Needs Gravel RR 1-1 off the 507	November 6, 2023	Completed		November 20, 2023
2023-299	Internal		Leaking Gutters	November 6, 2023	Scheduled for later date		

REQUEST ID NUMBER	Internal/External	DIVISION	CONCERN/REQUEST	REQUEST DATE	ACTION TAKEN	FOLLOW UP	COMPLETION DATE
2023-300	External	Division 3	Needs Greader, bad potholes	November 6, 2023	Completed		November 10, 2023
2023-301	External	Division 3	Driveway grading, But wants to talk to you on the phone Tony to explaine where he wants it.	November 6, 2023	To be actioned		
2023-302	External	Division 4	RR 29-0 just as you turn off #3 highway, someone spunout tires and made big ruts in road and would like it graded.	November 7, 2023	Completed		November 10, 2023
2023-304	External	Division 2	Driveway Grading, hopefully before next snowfall	November 8, 2023	Completed		November 20, 2023
2023-306	External	Division 5	Driveway Grading	November 10, 2023	Completed	Gate Locked - Called and message left	November 21, 2023
2023-307	External	Division 4	East of the Glider strip we graveled half road but stopped in the middle and never finished. Wondering if we can get the rest done. Called again nov 20th to follow up	November 14, 2023			
2023-308	External	Division 5	Wanting to get gravel as its almost impassable with moisture. He needed chains on his tires to get up this morning.	November 16, 2023	Completed	Gravelling Nov 20	November 20, 2023
2023-309	External	Division 3	Culvert is starting to get clogged with trees and debris. Poplars growing in will become a problem as well.	November 20, 2023			
2023-310	External	Division 1	Snow fence is 90% distroyed wondering if we can come fix and clean up. Wondering if we want to pay him to do it? Please call him	November 21, 2023			
2023-311	External	Division 2	Snow fence is damaged and needs to be replaced, or removed. Pleae phone him as he has other concerns in regards to the fence.	November 23, 2023			



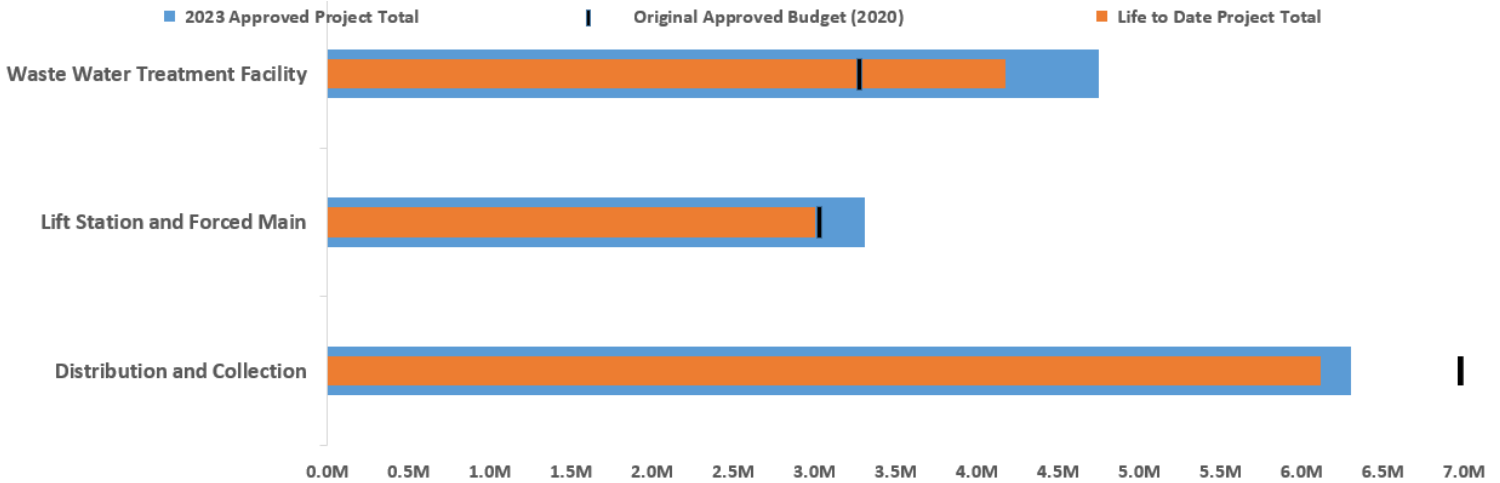
# M.D. OF PINCHER CREEK NO. 9 UTILITIES & INFRASTRUCTURE REPORT

G1b

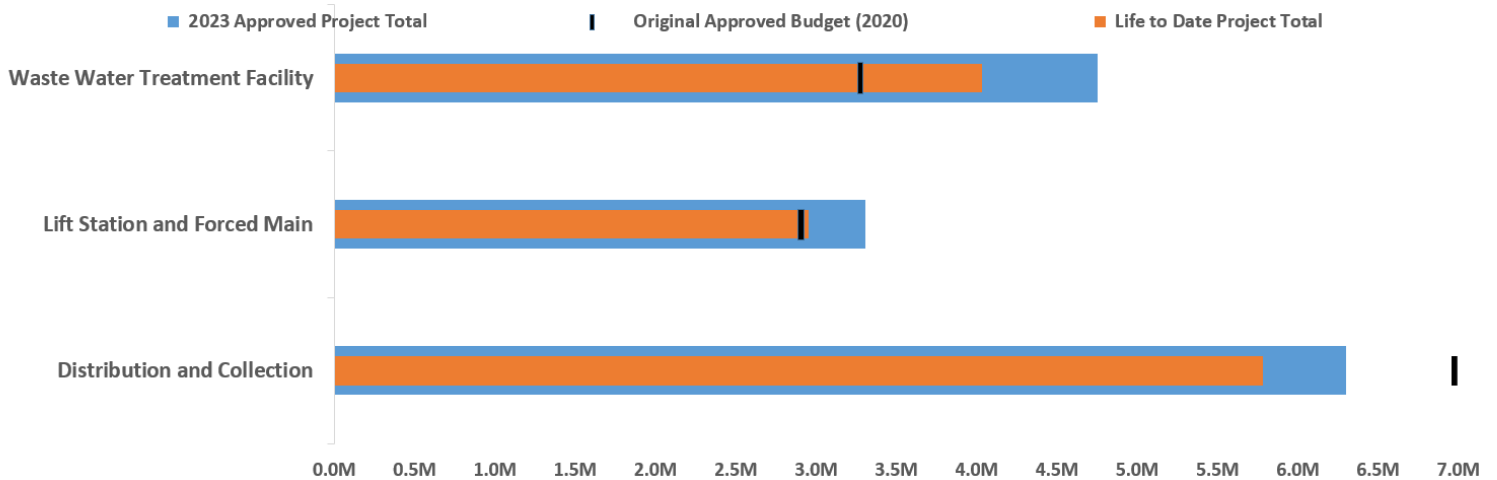
## BEAVER MINES

**Spend as of November 21<sup>st</sup>: \$13,108,000 / \$14,359,848 (91%)**

### November 21<sup>st</sup>: \$13,108,000



### November 7<sup>th</sup>: \$12,825,161



- **Beaver Mines Water Distribution, Collection System**
  - Tender was awarded to BYZ on July 21, 2021.
    - 1. BYZ Enterprises Inc. **\$5,468,977.50 (Budget \$6,251,600)**
  - U/G Schedule A & B Completion May 31<sup>st</sup>, 2023 (excluding additional service work)
  - Total performance acceptance complete October 23<sup>rd</sup>, with noted warranty items specifically flagged for review
  - Projecting final costs to be within current budget
  - Working to closeout contractual duties related to landowner ROW agreements and remaining related costs
  - Awaiting closeout docs (Record drawings, Op. & Maint. manuals) from MPE.
  - **Anticipate before year end**



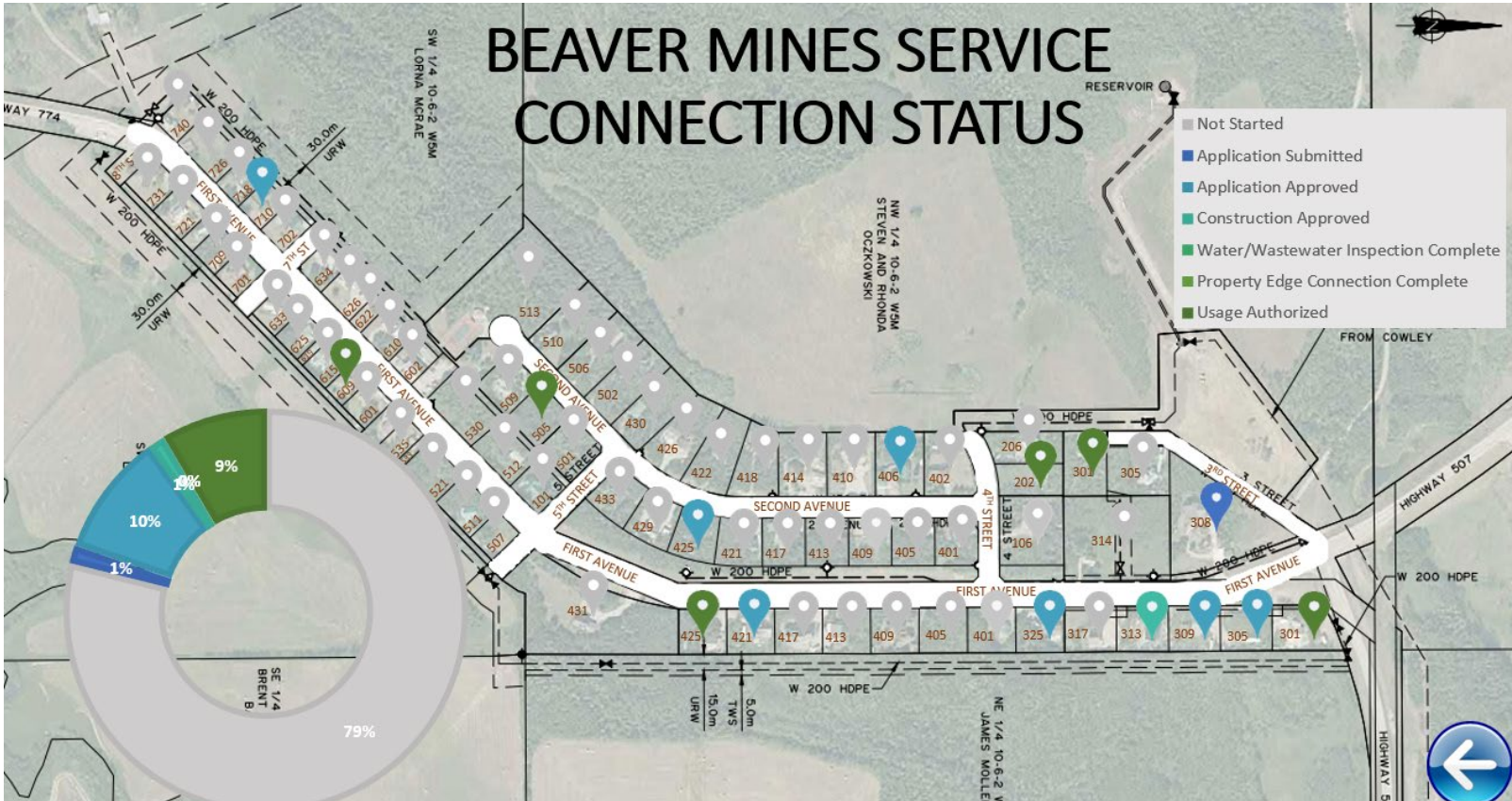
- **Beaver Mines Waste Facility/System**
  - Tender was awarded to BYZ on May 31, 2022  
BYZ Enterprises **\$2,338,309.00 (Original Budget \$2,076,999)**
  - Site works 97% complete. Groundwater monitoring well deficiencies remain among other small deficiencies
  - Collection system is now connected to wastewater site via lift station
  - Substantial Performance has been requested. In discussion with Banner on appropriateness of issuance considering remaining deficiencies
  - Anticipate substantial completion acceptance for Nov 8<sup>th</sup>, with deficiencies to be addressed through remainder of year and early 2024
  
- **Beaver Mines Forcemain & Lift Station**
  - Tender was awarded to Parcon for Lift Station June 15<sup>th</sup> **\$2,326,091 (Original Budget: \$2,220,000)**
  - Construction awarded to low bidder for forcemain work:
    - TA Excavating: **\$386,925 (Eng. Est. \$600,000)**
  - Long lead generator and electrical control center identified as major point of supply chain delay that has potential for substantial delay. Working with contractor and engineering firm to mitigate this issue
    - Substantial completion is now June 30<sup>th</sup>, 2023 (up and running date), total completion (permanent MCC/generator installed) Nov. 30<sup>th</sup>, 2023
    - Generator delays continue. Anticipate total completion Jan 31<sup>st</sup>, 2023
  - Forcemain complete
  - Site is conveying flow to wastewater site. Substantial completion excluding permanent MCC/generator installation complete

*Appeal was dropped July 11<sup>th</sup>, 2023 and the file was officially closed by the Alberta Environmental Appeals Board July 14<sup>th</sup>, 2023.*

# Current Water Operations Activity

## Ongoing Water Supply Issues

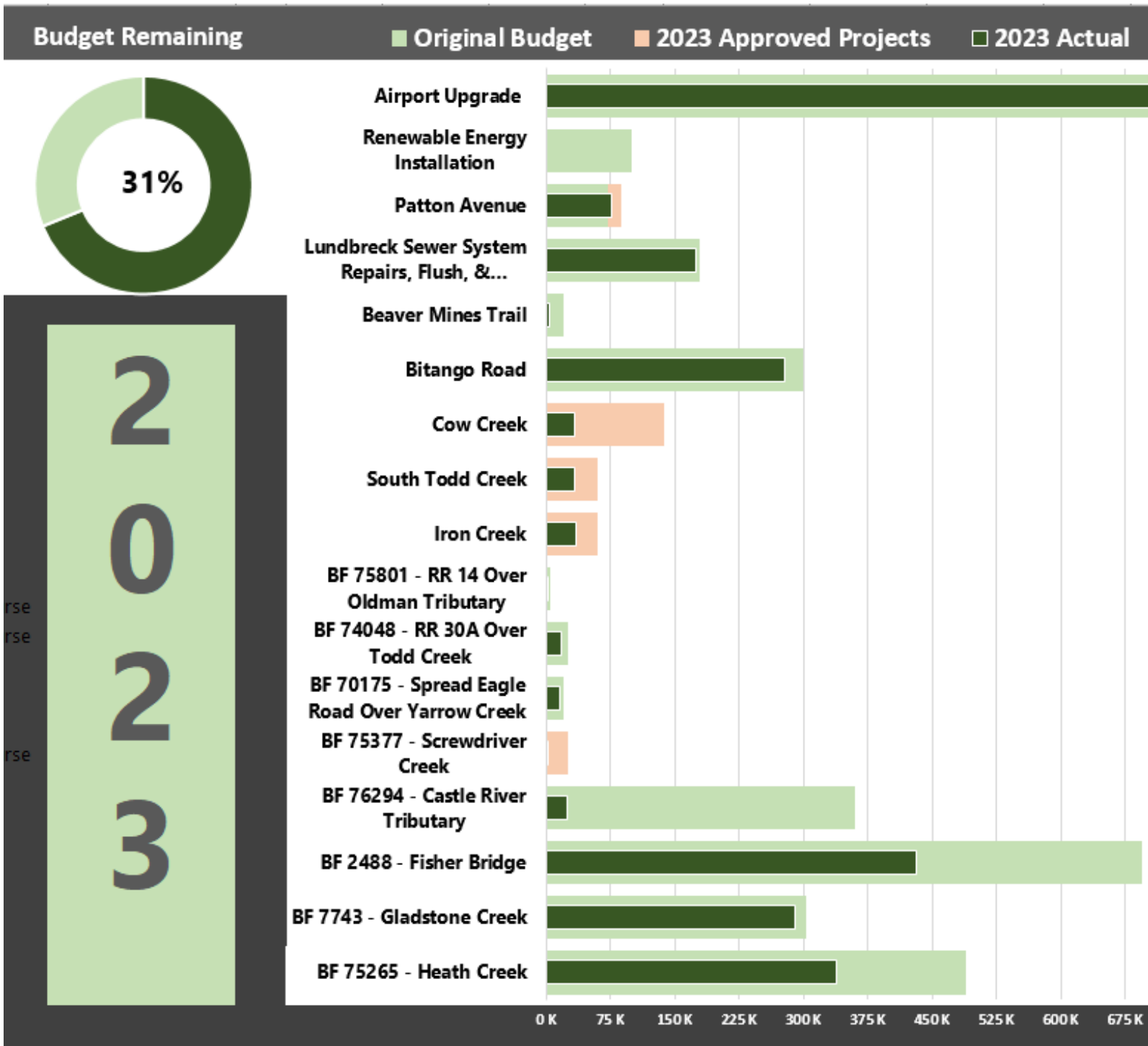
- Issued a Stage 3 water restriction August 16<sup>th</sup>, 2023
- Beaver Mines Lot Servicing Utility Services Guidelines released May 30<sup>th</sup>, 2023. 6 general and 2 plumbing contractor prequalified to date
  - 16 applications reviewed, 14 approved, 6 connected



- Hydrant flow testing in BM was completed by PCES and passed for fire flow. PCES is updating the Fire Underwriters Survey with the MD's assistance
- Standpipes
  - Last known issue: June 2023

# Large Capital and Other Projects

Total Approved Budget: \$3,559,000. Spend as of **November 20<sup>th</sup>**:  
**\$2,487,088** ~~November 7<sup>th</sup>: \$2,392,194~~



## **Airport Lighting – Design 2022, Construction 2023**

*Install Airport Airfield Lighting Replacement, with portion of funds from STIP*

- Design-build contract awarded to Black & McDonald (**Cost: \$979,600, Original Budget: \$867,000. Revised Contract: \$1,016,435 + line removal/paint**)
- Generator installation will be completed after Aug 1, 2023 due to long lead delivery
- Request for substantial completion (excluding generator) officially received September 5<sup>th</sup> (June 30<sup>th</sup> completion). Granted
- Approached by an AI drone company to capture images of our new painting for free as part of their data gathering/algorithm improvement. Anticipate drone flight week of October 16<sup>th</sup>. Cancelled due to weather
- Generator install complete, including commissioning. Non-construction related deficiencies remain (Record drawings, spare parts, etc.)

## **Lundbreck Sewer System Repairs – Design/Construction 2023**

*Repair of 3 sewer main locations within the Hamlet of Lundbreck*

- Construction complete

## **Lundbreck Lagoon Resiliency Analysis & Regionalization – Engineering 2023**

*Review Lagoons ability to take on more flow (both regular and high strength). Review Cowley Lagoons ability to do the same, and options for regionalization*

- ACP Grant submitted in 2022, will not hear back until March/April 2023. Notice of successful grant received March 21<sup>st</sup>, 2023. Expanding scope to include Cowley
- Kickoff meeting held March 6<sup>th</sup>, 2023. Anticipate starting analysis work and investigations throughout April
- Reached out to brewery April 4<sup>th</sup> to arrange sampling. Sampling complete May 11<sup>th</sup> at lagoon and brewery 2023.
  - Continued delays with metering device. Plan to draft report with assumed flows and update once flow monitoring device arrives
  - Draft report for Lundbreck phase of project received from MPE with assumed flows, initial review complete. Awaiting MPE response. Will not be able to confirm actual flows until Spring 2024
  - Received draft brewery related information Nov. 3<sup>rd</sup>. Working on draft agreement with brewery regarding metering, testing, and phased acceptance of flow
    - Met with brewery Nov 20<sup>th</sup> to discussed flow acceptance, working towards implementation

## **Beaver Mines Trail – Design/Construction 2023**

*Phase 1 design along HWY between 5<sup>th</sup> and 4<sup>th</sup> street and potential construction (if funds are available)*

- Construction of pathway complete, with exception of signage and benched area

## Therriault Dam – Geotechnical & Misc. Studies – Engineering 2023

*Address high priority deficiencies for the Therriault Dam*

- 2 of 2 finalized reports complete and presented to Council

## Energy Projects

MD Estimated Annual Energy Savings: **\$23,906**

MD Achieved Annual Savings\*: **\$26,287**

MD Funding Secured (Total): **\$516,676**

*\*Based on utility bill review adjusted cost savings and the ICF agreement framework. This number is expected to rise as projects completed within the last year haven't seen a full year of savings.*

### • General Updates

- Lebel mansion windows grant approved July 25, 2023
  - Project on hold
- Arena and MPF retrofit
  - Community Building Retrofit (CBR) grant pre-application submitted for 25% of Arena upgrades March 3, 2023
  - Rescinded CBR application due to constraints on loan requirements
- Received confirmation of \$22,080 for Electrical Tracking System at the Multipurpose facility
  - Installation scheduled for October 20, 2023
  - Installation of wiring complete, investigating expanded scope for large loads
  - Meters are on backorder, delivery timeline unclear
  - **Option to expand scope to include large loads pending budget approvals**
- Grant received from Lethbridge Community Foundation for \$5,000 to install offgrid equipment and remove the electrical service at the Lundbreck Welcome Sign
  - Annual savings projected to be \$980-\$1,100
  - Installation complete November 6, 2023
  - **Inspection complete and grid disconnect requested November 16, 2023**
- QUEST net zero accelerator
  - Official kickoff Meeting September 28, 2023
  - Continued meetings with cohort, baseline report interview underway
  - Sustainable planning course available free of charge January-March 2024
- Lebel solar project
  - Town has requested to revisit when grant funding news is received
- Submitted expression of interest for Energy Futures Lab roadshow in 2024. Received letters of support from Matthew Halton high school, Fortis Alberta, Riteline Electric, Southwest Alberta Sustainable Communities Initiative, and Enel North America
  - Decision expected October 2023
  - Received acceptance, first planning meeting October 19, 2023
  - Received acceptance for roadshow. Working with EFL to develop programming and timelines
- MCCAC has indicated expected energy efficiency and solar funding is being reviewed at the Provincial level. Expected release late 2023, early 2024
- **Received Emergency services energy data and met with Fire Chief November 14, 2023**

- **EV Chargers**
  - All closeouts submitted September 18, expect payment March 2024
  - Castle and Town expected to send invoice to receive Enel funding distribution
- **Eco-centre Solar Installation**
  - Complete July 20, 2023, producing power into grid
    - 1,069 kw-hr produced to date
    - Snow melted off in 4 days with 1.5 days of direct sunlight
    - November 15 snow melted off by November 16 at 10am
- **Climate Resiliency and Adaptation Plan**
  - PC-REMO to take lead on:
    - Firesmart and flooding legislation recommendations
    - Fuel management program
    - Heat and Smoke emergency response plans
    - Flood infrastructure development plans
  - Team met August 30, 2023 to review project briefs. Directed as follows:
    - Request PARC to present wind study to next joint council to discuss seed funding and allow team to approach other stakeholders
    - Develop draft homeowner assessment toolkit and recommendations
    - Develop draft recommendations to be included in both Town and MD procurement policies based on examples from existing municipalities
    - Develop recommendations for deliverables in future Tourism master plan
    - Review progress on PC-REMO tasks on bi-monthly basis
  - Met with MITACS to investigate funding avenues for wind study
  - Reviewed homeowner assessment toolkits and adaptation guides
  - First Draft of Homeowner risk assessments and sustainable procurement recommendations reviewed October 25, 2023
    - Expected public release in January 2024
- **Clean Energy Improvement Program**
  - Full application submitted June 29, 2023
  - Amendments made based on FCM feedback and resubmitted August 11, 2023
  - Expected launch pending grant approval in Q2 2024
  - Achieved the next step in program development
    - Working on developing terms and conditions, finalizing funding terms with FCM
    - Awaiting news on plans for continuation of the program before proceeding with detailed planning
- **Ford Lightning**
  - Tender received from Marlborough Ford with estimated ETA of September 2023
    - Tracking usage to compare vs gas equivalent
      - Distance: 2,282 km, Energy used: 929 kWh
      - Cost (energy only): \$56, Cost (energy+T&D): \$148
      - Cost of unit 504 to drive equivalent distance: \$485
      - Total Savings: \$336
    - 3 month report shared with public November 2, 2023

## Capital Projects Update - Bridges

- **Bridge File 75265 – Local Road over Heath Creek, NE-11-10-01-W5M**
  - **Project complete**
- **Bridge File 7743 – Local Road over Gladstone Creek, SW-23-05-02-W5M**
  - Project complete
- **Bridge File 75377 – Local Road over Screwdriver Creek, NW-08-06-02-W5M**
  - Project complete
- **Bridge File 2488 – Fisher Bridge, NW-26-07-02-W5M**
  - ISL awarded Supply-Build Engineering contract
  - Design, Supply, & Fabrication of Prefabricated Bridge awarded to Algonquin Bridge **(Cost: \$458,040. Eng. Est: \$638,000).**
  - RFPQ (Request for Contractor Pre-Qualification) for Installation has been sent out and closed July 26<sup>th</sup>. Installation RFQ bids received September 14<sup>th</sup>, 2022. Awarded to low bidder **(Cost: \$330,954. Eng. Est: \$349,000)**
  - Existing abutments will have partial depth repairs complete, and cracks will be epoxy injected and sealed. Work falls under new DFO code of practice for clear span bridge
    - Scour identified under existing abutment. Costed **plan approved in principal for 2024 budget**
  - Signage and epoxy crack injection complete. Guardrail work complete, abutment repair work complete. Walkthrough required
- **Bridge File 74048 – Todd Creek Culvert, NW-36-009-03 W5M**
  - Preliminary engineering complete
  - 2024 budget is to replace if STIP funding can be obtained, or install timber struts until funding can be obtained
    - Will need to complete design, permitting, & obtain land after STIP funding decision is made to prevent unnecessary work
    - **STIP application to be complete by Council meeting**
- **Bridge File 70175 – Yarrow Creek Bridge Rehabilitation, NW-22-003-030 W4M**
  - Pricing Received for Preliminary Engineering & Design from multiple firms.
    - Awarded to Roseke Engineering at **\$17,990 (Budget \$20,000)**
  - Preliminary engineering report complete June 9<sup>th</sup>, 2023. Proceeding with design and permitting. Scope includes:
    - Perform a pile splice repair on two piles in the west abutment, replace the east pile cap, place fill and riprap at the west headslope, minor wheel guard repairs & repairs to east timber span, channel realignment, and west abutment riprap work
- **Bridge File 75801 – Oldman River Tributary Culvert, SW-09-010-01 W5M**
  - Preliminary engineering complete. Struts recommended, drawing complete
- **Bridge File 76294– 2<sup>nd</sup> Tributary to Castle River, SW 32-006-01 W5M**
  - Preliminary Engineering & Design awarded to Roseke July 14, 2022
  - Tender awarded for construction in 2023
    - East Butte at **\$198,407** (Estimate: \$253,500)

- Recommendation is replacement with an upsized 1.6m diameter x 27m L single culvert (existing structure is 1.5m diameter x 18.3m L)
  - STIP funding confirmed April 17<sup>th</sup>
  - Anticipated completion by Nov. 30<sup>th</sup>
  - Contractor mobilizing October 16<sup>th</sup>
  - Completion walkthrough **complete. Project complete excluding reseeding**
- **Watercourse Crossing Inspection & Remediation Project – 100% Grant funded**
    - **\$150,000** in grant funding awarded for Year 1 of this program
    - **Fintegrate** awarded initial contract to assess all MD crossings, prioritize for remediation, & perform detailed regulatory authorizations
    - Work has begun on prioritization & initial assessment, 175+ crossings reviewed
    - Anticipate moving forward with design of 3 crossings. Proposals received for 3 eligible crossings, kicked off preliminary design January 20<sup>th</sup>, 2023
      - BF 7080 Dungarvan Creek Culvert Replacement, SW-17-003-29 W4M
      - Tapay (Carbondale) Road over Iron Creek Culvert Replacement, SW-15-006-03 W5M
      - TWN Rd. 31A (Chapel Rock) over South Todd Creek Culvert Replacement, SE-023-09-03 W5M
    - Anticipating regulatory Directives making dealing with SAR crossings mandatory
    - Y1 grant extension to November 30<sup>th</sup>, 2023 received
    - Funding agreement signed March 28<sup>th</sup>, 2023 for additional \$1.55M to cover additional assessment, and engineering along with replacement of 2 crossings, to be complete by March 2025
    - Y1 grant report to be complete prior to Council meeting. Initial \$150,000 funds have been spent by required deadline. Y2 grant status report due November 30<sup>th</sup>, 2023
- **WCR #1: Iron Creek under Tapay (Carbondale) Road, LSD SE-15-006-03 W5M**
    - Prelim. engineering complete. Design awarded to Roseke Engineering
    - 100% grant funded
    - Anticipated structure is a 4.7m x 2m corrugated steel box culvert
    - 2024 capital budget for construction
    - Kicking off land acquisition and permit work following design completion
- **WCR #2: South Todd Creek Trib. under Chapel Rock Road, LSD SE-23-009-03 W5M**
    - Prelim. engineering complete. Design awarded to Roseke Engineering
    - 100% grant funded
    - Anticipated structure is a 1.6m open bottom CSP culvert
    - 2024 capital budget for construction
    - Kicking off land acquisition and permit work following design completion
- **WCR #3: Cow Creek Trib. under North NU Road, LSD NE-35-008-03 W5M**
    - Design & QAES portion awarded to ISL Engineering
    - Engineering and design will be 100% grant funded (excluding potential land costs)
    - Received design brief from ISL September 1<sup>st</sup>. Design complete. Culvert ordered, delivered. Permitting work acceleration successful.
    - Landowner access agreement secured
    - **Construction underway, anticipate completion week prior to Council meeting**



## **Roads**

- **Patton Avenue (Lundbreck) - *Engineering and construction 2023***
  - Project complete

### **Recommendation:**

That the Utilities & Infrastructure report for the period November 8<sup>th</sup> – November 21<sup>st</sup> is received as information.

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Prepared by: Roland/David/Tristan

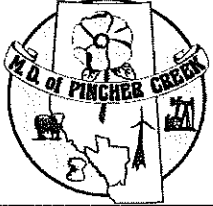

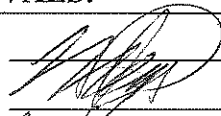
Date: November 21<sup>st</sup>, 2023

Submitted to: Council

Date: November 28<sup>th</sup>, 2023

# Recommendation to Council

G1c

<b>TITLE: STARS VIGILANT SERVICES REPORT</b>			
<b>PREPARED BY: PATRICK GAUVREAU</b>		<b>DATE: NOVEMBER 21, 2023</b>	
<b>DEPARTMENT: PUBLIC WORKS OPERATIONS</b>			
<b>Department Manager:</b> Patrick Gauvreau		<b>ATTACHMENTS:</b>  1. STARS Vigilant Partnership Benefits Brochure	
<b>Date:</b> 21/12/23		<b>APPROVALS:</b>	
 <hr/>	November 21, 2023	 <hr/>	Nov 23, 2023 <hr/>
<b>Department Manager</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**  
**That Council approve of the use of STARS Vigilant Services in 2024 at a cost of \$16,140.00, AND Further, that this be included as part of the 2024 operating budget.**

**BACKGROUND:**

The following information will convey to Council the value of the MD partnering with a professional company specializing in emergency response, employee monitoring systems and also after hour emergency call-in services. One of these primary and usually overlooked values is that our organization would be proudly highlighting its commitment to its staff in meeting and even exceeding OH&S regulations in regards to health and wellness.

Currently, the MD monitors the health, wellness and safety of its employees by a daily radio check-in procedure which all employees know and follow. Employees working in isolation perform radio check-ins every two (2) hours. The MD is consistent in performing this task diligently every scheduled workday.

Staff cannot guarantee, to a comfortable level of certainty that it can provide consistent, safe, and rapid appropriate emergency response to an employee working in isolation that may become distressed. There are added risks and liabilities upon the MD internally maintaining and managing these services for its employees. It is the opinion of staff that offloading these services to a professional third party company will outweigh the added costs of sourcing out said services.

Staff have been looking into alternative options for improving its current monitoring and emergency response systems for its field employees. Staff are also looking at improving the after hour emergency call-ins to the MD. Thanks to improvements and efficiencies in technology, staff believe they have found an established and reliable company to improve and manage these systems.

## Recommendation to Council

One of the benefits staff believe a partnership with STARS could provide is that STARS can customize how it monitors employees who are beyond 20 minutes of a hospital. All calls into STARS would be answered by a highly trained staff representative who will be monitoring and responding to the emergency accordingly. Our staff would have *“24/7 access to a STARS transport physician, who determines optimal patient transport and coordinates with the receiving hospital’s doctors during a critical medical or trauma incident”* STARS Vigilant Partnership Benefits Attachment 1.

This would positively impact our OH&S policy since it *“demonstrate(s) leadership and innovation in the things that matter most; employee safety and the safety of the communities we work and live in.”* <sup>ibid.</sup> by and from Council and Administration.

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### **FINANCIAL IMPLICATIONS:**

\$16,140.00 for 2024

# **STARS** **VIGILANT** PARTNERSHIP BENEFITS

## **Thank you for partnering with the STARS Safety Network.**

When you invest in STARS Vigilant Services, you're investing in more than safety and regulatory compliance. Investing in STARS Vigilant Services demonstrates leadership and innovation in the things that matter most; employee safety and the safety of the communities we work and live in.

## **SAFETY & EMERGENCY PREPAREDNESS**

- 24/7 access to:
  - an emergency communications specialist who immediately initiates a medical response in medical or trauma incidents
  - a STARS transport physician, who determines optimal patient transport and coordinates with the receiving hospital's doctors during a critical medical or trauma incident
  - coordination of emergency response plans on behalf of clients
  - activation of emergency incident notification/mass broadcasts to notify stakeholders and confirm responder availability
  - journey management of in-transit employees
  - monitoring of lone workers in remote or potentially hazardous situations
  - an immediate response to panic alarms, gas alerts and missed employee check-ins
  - monitoring of work sites >20 minutes drive time to a major hospital
  - the STARS Vigilant safety network of over 4,000 registered sites
    - a transport physician may request assistance from a paramedic at a neighbouring site until first responders arrive
  - state-of-the-art GIS mapping delivering critical situational awareness and instant insight into emergency response options

## **BUSINESS IMPACT**

How do your potential clients view your commitment to safety?

- Your STARS Vigilant partnership highlights your commitment to employee and worksite safety, as well as meeting or exceeding OH&S regulations
- To help you win new business, you can highlight your STARS Vigilant partnership:  
**<Company Name> Is a Proud Partner of the STARS Safety Network**
  - Within RFPs or job bids
  - As an email banner tied to employee signatures
  - As a banner on your website
  - As a decal on company vehicles
  - As a decal on office doors or windows
  - As a sign at worksites
- Make your name synonymous with emergency preparedness

## **COMMUNITY IMPACT**

What's the community perception of your business, as it relates to safety?

- Your STARS Vigilant partnership demonstrates your commitment to employee safety, the environment and the people in and around your worksites, and to meeting or exceeding OH&S regulations
- Our partners help to expand our overall safety network, and that benefits everyone within that network, improving the safety of the communities you work in
- Are you an influencer in the business community?
  - Your partnership encourages businesses, in your industry and others, to enhance their safety programs by partnering with STARS Vigilant
  - Your influence could save lives or provide people with their best possible outcome in emergency situations


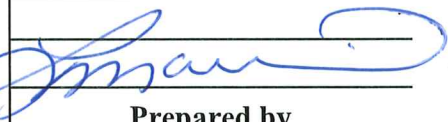

## **EMPLOYMENT IMPACT**

What's the employment perception of your business, as it relates to safety?

- To attract and retain the best employees, they need to know that their prospective employer cares about their safety and getting them home at the end of the day.
- A STARS Vigilant partnership highlights your commitment to employee safety - so prospective employees know that their work risks have been fully evaluated and mitigated.

# Recommendation to Council

G3a

<b>TITLE: Northern and Regional Economic Development Grant</b>			
<b>PREPARED BY: Laura McKinnon</b>		<b>DATE: 11/16/2023</b>	
<b>DEPARTMENT: Planning and Development</b>			
			<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>	<b>Date</b>	<b>1. MDP WECS Review Outline</b>	
<b>APPROVALS:</b>			
			
<b>Prepared by</b>	<b>Date</b>	<b>ACTING CAO</b>	<b>Date</b>
	2023/11/22		Nov 22, 2023

**RECOMMENDATION:**

**That Council approve a grant application to the Northern and Regional Economic Development (NRED) program, for a Renewable Energy Analysis and Review.**

**BACKGROUND:**

The Northern and Regional Economic Development (NRED) Program funds initiatives led by Alberta municipalities, Indigenous communities and non-profit organizations that promote regional economic development and diversification.

This program offers 50% funding from \$20,000 to \$200,000. The deadline to apply is December 20, 2023 with project approval expected Q2 2024.

This grant stream has been identified as an opportunity to address the Wind Energy Conversion review outlined in the Municipal Development Plan (MDP), as well as conduct feasibility analysis on potential community generation opportunities. More information on the deliverables are found below:

1. Renewable Energy Analysis and Review
  - Budget: \$50,000**
  - MD contribution requirement: \$25,000**
  - a. The MDP Section 9.13 outlines the requirement for a review of the Wind Energy Conversion System to evaluate opportunity and impact (*Attachment No. 1*).
  - b. In listening to community consensus, land use and community benefit from renewable projects has been identified as a concern.
  - c. The first phase of this project would generate a report reviewing the aspects identified in Section 9.13, additionally solar generation, and include community

## Recommendation to Council

consultation, analysis of existing reports, and consultation with transmission and generation operators in the Municipal District.

- d. The second phase of this project would work to address the opportunity for developing renewable energy for community benefit using low value or brownfield land. The scope would include mapping of brownfields, assessment of eligibility for power generation, conducting environmental study, conducting cost and technical modeling, community engagement, engagement with Fortis, and applying to FCM for funding.
- e. Benefits from this project would span meeting the requirements set out in the MDP, and identifying suitable community driven energy projects that would provide opportunity to repurpose low value land, increase tax base, provide direct community benefit, and keep investment returns local.

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### **FINANCIAL IMPLICATIONS:**

The financial implications are as follows:

1. \$25,000 in committed funding to be eligible to apply for this program



- 9.5 All natural resource extraction operations shall adhere to applicable provincial standards, provincial conditions of approval, and a reclamation certificate from Alberta Environment shall be required. All natural resource extraction operations shall also adhere to all requirements of the municipality.
- 9.6 Consultation and compliance with provincial and federal governments shall be required to ensure the protection of the MD's historic, environmental, natural, archaeological, and cultural resources, from the impacts of proposed resource extraction.
- 9.7 Forestry operations approved by the Province are not regulated in this Plan. However, the MD of Pincher Creek encourages forest operations to be undertaken in accordance with a sustainable timber harvesting plan and encourages the use of integrated land management practices.
- 9.8 The municipality shall enforce, in consultation with the Alberta Energy Regulator (AER), the provisions respecting sour gas facilities and gas and oil wells in the *Subdivision and Development Regulation*.
- 9.9 The municipality shall continue to take into account AER guidelines respecting pipelines and other matters not addressed in Policy 9.8 above, whenever land use decisions are being made, and the municipality may incorporate any guidelines it deems appropriate into an area structure plan, intermunicipal development plan or the land use bylaw.

#### **A. Wind and Solar Energy Development**

- 9.10 The municipality may support the integration of wind and solar energy conversion systems with other land uses in the municipal district where the area has been deemed suitable by the zoning and development processes.
- 9.11 The municipality shall not accept application for a wind farm or solar development until the designation to Wind Farm Industrial - WFI has been approved.
- 9.12 The MD Council shall not approve a redesignation to Wind Farm Industrial -WFI until such time as a Wind Energy Conversion System (WECS) review has been completed to the satisfaction of Council and in accordance with Section 9.13. This review shall be completed within 2 years of the adoption of this bylaw.
- 9.13** The municipality recognizes that changes will occur as wind technology and the community evolve. In addition to the review under Section 9.12, Council may commission additional reviews over time, that examine the impact of Category 3 wind energy development (as defined by the LUB). **Each review shall include the following:**
- (a) a timely completion within a period not exceeding four months once commenced;
  - (b) an analysis of wind energy policies including, but not limited to:
    - (i) an evaluation of the density and the generation capacity of existing and approved WECS,
    - (ii) an evaluation of the existing transmission capacity servicing the area,
    - (iii) permits approved and currently valid permits for WECS,
    - (iv) visual impact on landscape,
    - (v) public opinion on WECS development,





- (vi) an analysis of policy at the local, regional, and provincial levels,
  - (vii) public consultation and a subsequent meeting process;
  - (c) a summary of findings that may:
    - (i) place limitations on the density of future development,
    - (ii) determine where in the municipal district WECS will be encouraged,
    - (iii) determine any other issues deemed necessary by Council.
- 9.14 The municipality encourages the repowering of existing or depreciated wind and solar energy developments.
- 9.15 The municipality encourages the project owner and landowner to decommission obsolete or abandoned wind or solar energy developments in a reasonable time frame.
- 9.16 That the land use bylaw implements a 4000m setback from both the Cowley and Pincher Creek Airports for wind development.
- 9.17 When municipal governments consider industrial scale solar or wind energy development, it immediately becomes clear that not everywhere is suitable for those activities, and not everywhere is unsuitable. For some areas it is a clear-cut 'yes' or 'no', but most areas sit somewhere on a continuum between those two extremes. To understand this fact better the MD went through an analysis process called the Municipal Land Use Suitability Tool (MLUST). This process asked council to value various land use concerns across the MD.
- As it stands, the results are not meant to hinder development proposals, but are to be used by developers, who may be new to the area, to understand perceptions of conflicting land use within the municipality and to understand local values. Proponents for industrial scale wind and solar development shall consult the *Municipal Land Use Suitability Tool (MLUST) for Municipal District of Pincher Creek, Tracy Lee, Ken Sanderson, Guy Greenaway, and Holly Kinas, April 2020* as part of their preparation for a development application to the MD. The MD shall amend the land use bylaw to include details for this submittal requirement and provide a mapping product that can be utilized for analysis.
- 9.18 As the MD seeks to maintain dark skies at night, WECS proponents shall utilize technology for auto dimming its lights or utilize an on-demand warning light system.

# Recommendation to Council

G3b



**TITLE:** Notice of Public Hearing – Bylaw No. 1165,2023 from Municipality of Crowsnest Pass

**PREPARED BY:** Laura McKinnon

**DATE:** November 23, 2023

**DEPARTMENT:** Planning and Development

*[Handwritten Signature]*

2023/11/23

**ATTACHMENTS:**

1. Notice of Public Hearing
2. Link to Draft Bylaw No. 1165,2023

**Department Supervisor**

**Date**

**APPROVALS:**

*[Handwritten Signature]*  
ACTING CAO

Nov 23, 2023

**Department Director**

**Date**

**Date**

**RECOMMENDATION:**

**That Council receive the Public Hearing Notice and Bylaw No. 1165,2023 from the Municipality of Crowsnest Pass as information and direct Administration if comments are required.**

**BACKGROUND:**

Per Bylaw 1309-19 Intermunicipal Development Plan with the MD of Pincher Creek and the Municipality of Crowsnest Pass, Section 4.2. Referral Policies, the Municipality of Crowsnest Pass has circulated the Public Hearing Notice (*Attachment No. 1*) and Bylaw No. 1165,2023 link <https://www.crowsnestpass.com/public/download/files/237666> (*Attachment No. 2*).

Bylaw No. 1165,2023 is proposed amendments to Land Use Bylaw No. 868,2023, specifically clarifying the development standards and land uses, apply current best practices, reduce retape, incorporate relevant policies of the MDP.

Council is not required to provide comments on Bylaw No. 1165,2023, however Council for the Municipality of Crowsnest Pass welcomes them.

**FINANCIAL IMPLICATIONS:**

None at this time.

NOTICE OF PUBLIC HEARING

**MUNICIPALITY OF CROWSNEST PASS  
IN THE PROVINCE OF ALBERTA  
PROPOSED BYLAW NO. 1165, 2023**

**7:00pm, December 5, 2023  
Municipality of Crowsnest Pass Council Chambers  
8502 – 19 Avenue, Coleman**

PURSUANT to sections 230, 606, 640, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1165, 2023, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw, and then repeal it and adopt Bylaw 1165, 2023 as the new municipal land use bylaw.

The general purpose of Bylaw No. 1165, 2023 is to re-organize, re-word, re-format, and clarify the land use bylaw, re-categorize land uses, reduce red-tape, and make other amendments that enhances user-friendliness. Distinguish “Campground” and “Recreational Vehicle Park” from “Resort”. Clarify the purpose statement of several land use districts. Distinguish the R-2, R-2A and R-3 districts from each other based on density. In all land use districts some uses are moved from the discretionary use list to the permitted use list or retained in the discretionary use list and delegated to approval by the development Officer. Re-categorize solar panels and small wind energy conversion systems as Private Utilities. Revise Schedule 12 to apply only to large energy operations. Delete “Campground” and “Recreational Vehicle Park” from the C-2 district. Reduce the minimum habitable floor area of a Single-detached Dwelling in the GCR-1 and the CRV districts and increase it in the CSV district. Reduce the minimum side and rear yard setbacks for an Accessory Building and increase the maximum height. Secondary suites – changes to maximum floor area and

enhanced ability to develop Secondary Suites in residential land use districts. Require a development permit for tree-felling within the yard setbacks in the GCR-1, NUA-1, NUCR-1 and NUCR-2 districts. Incorporate Municipal Development Plan policies regarding multi-residential development into Schedule 5. Remove commercial sign types from the CRV and CSV districts. In all districts move some signs from discretionary to permitted. Clarify that only one Tourist Home may be approved on a property. Incentivize the development of entry-level dwelling units and higher-density residential projects.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1165, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00PM on December 05, 2023. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at [bonnie.kawasaki@crowsonestpass.com](mailto:bonnie.kawasaki@crowsonestpass.com) no later than 12:00PM on November 28, 2023. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

*For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing [development@crowsonestpass.com](mailto:development@crowsonestpass.com).*

The proposed bylaw may be inspected at the municipal office during normal business hours, and on the municipal website: <https://www.crowsonestpass.com/public/download/files/237666> (scroll Municipal Government / Council / Bylaws / and go to bottom of the page).

DATED at the Municipality of Crowsnest Pass in the Province of Alberta, November 15, 2023.

## **ADMINISTRATIVE SUPPORT ACTIVITY**

November 10, 2023 to November 24, 2023

G4a

### **Letters from last Council:**

- Castle Mountain Resort – Fireworks
- Loss of Cattle

### **Advertising/Social:**

- Tax Notice Reminder
- Parade of Lights Photo
- Coffee with Council Summerview
- Notice of Special Meeting – November 21, 2023
- RCMP Town Hall – November 30, 2023
- Beavers in our Landscapes Workshop
- Remembrance Day Closure (MD and Eco Centre)
- 2023 Holiday Train – December 12, 2023
- Meet the Operator PSA – Joey

### **Other Activities:**

- Council Package/Meeting
- Preparation for Parade of Lights with Development Officer
- Signage for Eco Centre (Arrived and will be installed by PW)
- Holiday Train planning meeting
- Coffee with Council in Summerview
- ICS 200 for 2 days training (passed with 96%)

### **Upcoming Dates of Importance:**

Regular Committee, Council – November 28, 2023

RCMP Open House – November 30, 2023

MD Christmas Party – December 8, 2023

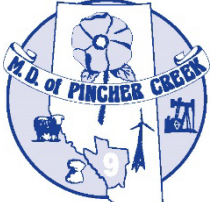
Holiday Train – December 12, 2023

Regular Committee, Council – December 12, 2023

MD Offices Closed – December 23, 2023 to January 2, 2024

## Recommendation to Council

G4b

<b>TITLE: CANCELLATION OF DECEMBER MEETINGS</b>			
<b>PREPARED BY: JESSICA MCCLELLAND</b>		<b>DATE: November 21, 2023</b>	
<b>DEPARTMENT: ADMINISTRATION</b>			
		<b>ATTACHMENTS: None</b>	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That the regularly scheduled Council Committee Meeting and Council Meeting of December 26, 2023 be cancelled;**

**And further that if there is an emergent need to have a meeting during this time that an appropriate date and time be set.**

**BACKGROUND:**

MD Offices are closed for the Christmas break from December 23, 2023 and reopening January 2, 2024. Council Committee Meetings and Regular Council Meetings are scheduled for the second and fourth Tuesday of the month. As the second meeting in December is during the closure, the meeting will need to be cancelled or rescheduled.

**FINANCIAL IMPLICATIONS:**

None at this time.

**Sat. Dec 2**  
**9am to Noon**



**Breakfast**  
**\$10 per family**



**HERITAGE**  
Acres  
*Farm Museum*



H1a

# BREAKFAST WITH SANTA

CRAFTS SNOWSHOES  
SLEIGH/WAGON RIDE





November 10th, 2023

Cpl Mark Amatto  
Operations NCO  
Crowsnest Pass, Alberta

Dear CAO Roland Milligan,

Please find the quarterly Community Policing Report attached that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Crowsnest Pass Detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Cpl Mark Amatto  
A/Det Commander  
Crowsnest Pass Detachment





## Crowsnest Pass Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	2	N/A	N/A	0.4
Sexual Assaults		0	4	3	2	2	N/A	0%	0.2
Other Sexual Offences		0	3	1	1	0	N/A	-100%	-0.2
Assault		25	26	20	19	24	-4%	26%	-0.9
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		5	7	9	10	15	200%	50%	2.3
Uttering Threats		10	12	15	13	6	-40%	-54%	-0.7
<b>TOTAL PERSONS</b>		<b>40</b>	<b>52</b>	<b>48</b>	<b>45</b>	<b>50</b>	<b>25%</b>	<b>11%</b>	<b>1.3</b>
Break & Enter		13	10	7	14	11	-15%	-21%	0.0
Theft of Motor Vehicle		13	6	3	4	2	-85%	-50%	-2.4
Theft Over \$5,000		1	1	1	2	6	500%	200%	1.1
Theft Under \$5,000		35	42	25	26	18	-49%	-31%	-5.0
Possn Stn Goods		10	9	3	0	0	-100%	N/A	-2.9
Fraud		10	5	12	10	8	-20%	-20%	0.1
Arson		0	0	1	0	0	N/A	N/A	0.0
Mischief - Damage To Property		16	30	16	20	17	6%	-15%	-0.8
Mischief - Other		14	13	9	13	14	0%	8%	0.0
<b>TOTAL PROPERTY</b>		<b>112</b>	<b>116</b>	<b>77</b>	<b>89</b>	<b>76</b>	<b>-32%</b>	<b>-15%</b>	<b>-9.9</b>
Offensive Weapons		5	1	1	3	2	-60%	-33%	-0.4
Disturbing the peace		13	14	15	15	9	-31%	-40%	-0.7
Fail to Comply & Breaches		22	13	7	17	2	-91%	-88%	-3.6
<b>OTHER CRIMINAL CODE</b>		<b>8</b>	<b>9</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-1.7</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>48</b>	<b>37</b>	<b>27</b>	<b>43</b>	<b>13</b>	<b>-73%</b>	<b>-70%</b>	<b>-6.4</b>
<b>TOTAL CRIMINAL CODE</b>		<b>200</b>	<b>205</b>	<b>152</b>	<b>177</b>	<b>139</b>	<b>-31%</b>	<b>-21%</b>	<b>-15.0</b>

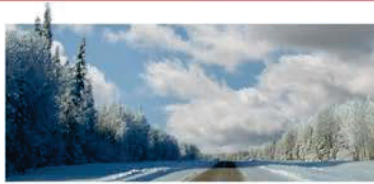


## Crowsnest Pass Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	7	1	0	0	-100%	N/A	-1.1
Drug Enforcement - Trafficking		1	1	0	0	1	0%	N/A	-0.1
Drug Enforcement - Other		0	0	0	0	1	N/A	N/A	0.2
<b>Total Drugs</b>		<b>3</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>-33%</b>	<b>N/A</b>	<b>-1.0</b>
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		4	7	3	4	0	-100%	-100%	-1.1
<b>TOTAL FEDERAL</b>		<b>8</b>	<b>15</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>-75%</b>	<b>-50%</b>	<b>-2.3</b>
Liquor Act		3	4	3	2	2	-33%	0%	-0.4
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		16	30	14	26	20	25%	-23%	0.4
Other Provincial Stats		38	44	31	30	23	-39%	-23%	-4.4
<b>Total Provincial Stats</b>		<b>57</b>	<b>78</b>	<b>48</b>	<b>58</b>	<b>45</b>	<b>-21%</b>	<b>-22%</b>	<b>-4.4</b>
Municipal By-laws Traffic		0	1	2	2	2	N/A	0%	0.5
Municipal By-laws		24	23	10	10	7	-71%	-30%	-4.7
<b>Total Municipal</b>		<b>24</b>	<b>24</b>	<b>12</b>	<b>12</b>	<b>9</b>	<b>-63%</b>	<b>-25%</b>	<b>-4.2</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		10	8	4	9	7	-30%	-22%	-0.5
Property Damage MVC (Reportable)		79	51	63	76	59	-25%	-22%	-1.5
Property Damage MVC (Non Reportable)		7	17	10	8	10	43%	25%	-0.3
<b>TOTAL MVC</b>		<b>96</b>	<b>76</b>	<b>77</b>	<b>93</b>	<b>76</b>	<b>-21%</b>	<b>-18%</b>	<b>-2.3</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>442</b>	<b>256</b>	<b>147</b>	<b>172</b>	<b>172</b>	<b>-61%</b>	<b>0%</b>	<b>-62.4</b>
<b>Other Traffic</b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.8</b>
<b>Criminal Code Traffic</b>		<b>11</b>	<b>7</b>	<b>11</b>	<b>6</b>	<b>10</b>	<b>-9%</b>	<b>67%</b>	<b>-0.3</b>
<b>Common Police Activities</b>									
False Alarms		14	13	10	11	9	-36%	-18%	-1.2
False/Abandoned 911 Call and 911 Act		6	11	7	6	12	100%	100%	0.7
Suspicious Person/Vehicle/Property		76	44	41	39	15	-80%	-62%	-12.7
Persons Reported Missing		5	8	8	4	10	100%	150%	0.6
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		19	24	20	33	21	11%	-36%	1.3
Form 10 (MHA) (Reported)		0	1	0	0	1	N/A	N/A	0.1



## RCMP Provincial Policing Report

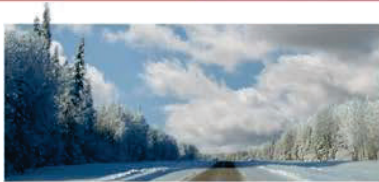
<b>Detachment</b>	Crowsnest Pass
<b>Detachment Commander</b>	Cpl. Mark Amatto
<b>Quarter</b>	Q2
<b>Date of Report</b>	2023-11-10

### Community Consultations

<b>Date</b>	July 6th, 2023
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Meeting with Municipality of the Crowsnest Pass CAO
<b>Notes/Comments</b>	Meeting held at the Crowsnest Pass Detachment

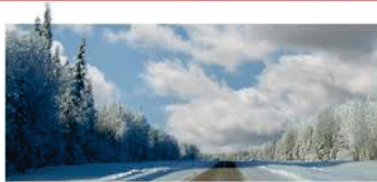
<b>Date</b>	July 13th, 2023
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Federal Prosecution and Federal Crown Consultation
<b>Notes/Comments</b>	Meeting held at the Pincher Creek Detachment

<b>Date</b>	September 6th, 2023
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Wildfire Table Top Exercise w Fire Dept
<b>Notes/Comments</b>	Meeting held at the Crowsnest Pass Detachment



## Community Priorities

<p><b>Priority 1</b></p>	<p>Reduce street gang activities</p>
<p><b>Current Status &amp; Results</b></p>	<p>The Crowsnest Pass Detachment has been actively pursuing information in regard to street gang activities that have an affect on the immediate and surrounding communities, as well as the neighboring jurisdictions. There has been a notable increase in the amount of tips from the public, to local police, by means of social media platforms; this has allowed for a more broad demographic to access the RCMP's front line investigators in a quick and effective manner. Information is then assigned to an officer in order to determine the reliability of the tip, as well as to establish a new or bolster an existing investigation. Investigators have been able to determine important nexus' between new and existing crime trends, resulting in more fulsome investigations, as well as employing enhanced investigative techniques and specialized units, with the ultimate goal of holding more culprits accountable for their actions. Social media use will continue to be explored as an investigative tool.</p>
<p><b>Priority 2</b></p>	<p>Enhance Road Safety</p>
<p><b>Current Status &amp; Results</b></p>	<p>Aggressive driving remains the top call for service at the Crowsnest Pass Detachment. Members conducted focused patrols along the Highway 3 and Highway 22 corridors in order to increase enforcement visibility, conduct traffic stops and increase road safety for all motorists on the roadways. In the Second Quarter, Detachment Members pad particular attention to commercial traffic, construction zones and new drivers. Summer highway construction projects hampered the use of the Highway 3 corridor and an increase in aggressive driving calls were noted - 149 calls for service. In order to address aggressive driving in and through the Crowsnest Pass, MD of Ranchland No.66 and the MD of Pincher Creek, 6 General Duty Members will be receiving Alcohol Screening Device, as well as Radar/Laser training.</p>
<p><b>Priority 3</b></p>	<p>Communicate effectively</p>
<p><b>Current Status &amp; Results</b></p>	<p>Increased visibility and ease of accessibility to police officers within the community has been a common theme, requested by both citizens and Councils alike. The Crowsnest Pass Detachment Members have a genuine interest in serving their community and have ensured they are involved within local activities by assisting with coaching sports teams, participating in local recreational leagues and conducting walk-throughs of local community markets and events. In the next reporting period Members will be encouraged to stop in at local businesses and talk with owners/staff in regard to any concerns or observations that may warrant an investigator to follow up.</p>



<p><b>Priority 4</b></p>	<p>Reduce substances abuse</p>
<p><b>Current Status &amp; Results</b></p>	<p>Crowsnest Pass Detachment Members have made significant steps in gathering information in regard to CDSA and those involved in the sales of illicit drug use. As the groundwork has been laid out for enforcement actions, the following reporting period is expected to bear the results of the work that has been completed. Detachment management has maintained a close overwatch within this high-risk area and will continue to do so this year.</p>
<p><b>Priority 5</b></p>	<p>Substance Abuse</p>
<p><b>Current Status &amp; Results</b></p>	<p>Crowsnest Pass Detachment Members have made inroads with the various schools within their jurisdiction. Members have been supported to complete presentations, conduct school zone patrols and have positive conversations with both students and staff.</p>



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	177	139	-21%	526	565	7%
<i>Persons Crime</i>	45	50	11%	167	161	-4%
<i>Property Crime</i>	89	76	-15%	254	293	15%
<i>Other Criminal Code</i>	43	13	-70%	105	111	6%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	6	10	67%	30	30	0%
<i>Provincial Code Traffic</i>	172	172	0%	1,364	526	-61%
<i>Other Traffic</i>	0	0	N/A	4	4	0%
<b>CDSA Offences</b>	0	2	N/A	8	3	-63%
<b>Other Federal Acts</b>	4	2	-50%	20	13	-35%
<b>Other Provincial Acts</b>	58	45	-22%	200	201	1%
<b>Municipal By-Laws</b>	12	9	-25%	33	32	-3%
<b>Motor Vehicle Collisions</b>	93	76	-18%	282	315	12%

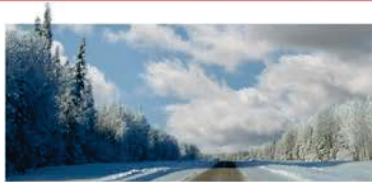
<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

During this reporting period a HOM target had moved away from the community and a new target is being selected in order to address an potential crime trends.

Hwy 22 and the Hwy 3 corridor be a point of focus for aggressive driving and Pipeline operations in the following Quarter.

4 Rebels MC members (Pincher Creek Chapter) had been charged in regard to an Aggravated Assault and Home Invasion that took place in Coleman. Arrest Warrants were issued and executed in the Town of Pincher Creek, Champion in Vulcan County and the City of Lethbridge.; Provincial GIS, PDS, and ALERT assisted in the investigative efforts. Numerous Search Warrants had been executed, resulting the the seizure of multiple firearms, prohibited weapons and supporting evidence.



## Provincial Police Service Composition Table<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	9	8	1	0
Detachment Support	2	2	0	0

<sup>2</sup> Data extracted on September 30, 2023 and is subject to change.

<sup>3</sup> Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup> Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

Police Officers: Of the nine established positions, eight officers currently working. One officer is on special leave (One Medical leave). One position has two officers assigned to it. There are no hard vacancies at this time.

Detachment Support: Of the two established positions, two resources are currently working.

## Quarterly Financial Drivers

--

**From:** [Roland Milligan](#)  
**To:** [Jessica McClelland](#)  
**Subject:** RE: Registration is now open for Emerging Trends 2024  
**Date:** November 10, 2023 1:58:11 PM  
**Attachments:** [image001.png](#)

---

Jessica,

Another one for the 28<sup>th</sup>.

Regards,

**Roland Milligan**

Chief Administrative Officer

M.D. of Pincher Creek No. 9

Box 279

1037 Herron Avenue

Pincher Creek, AB T0K1W0

Phone: 403-627-3130

Email: [AdminCAO@mdpincercreek.ab.ca](mailto:AdminCAO@mdpincercreek.ab.ca)

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**From:** Moyo, Nicole <[nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com)>  
**Sent:** November 9, 2023 2:07 PM  
**To:** Roland Milligan <[AdminCAO@mdpincercreek.ab.ca](mailto:AdminCAO@mdpincercreek.ab.ca)>  
**Subject:** Registration is now open for Emerging Trends 2024

# EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED  
BY



BROWNLEE LLP  
*Barristers & Solicitors*

You are invited to join us in person – or virtually – this February for our annual **Emerging Trends in Municipal Law** seminar. The 2024 edition of this event will feature timely and critical topics



that are curated exclusively for our elected and administrative municipal clients.

For 2024, we are continuing to offer this session on two different days in Calgary and Edmonton. Additionally, **Edmonton's in-person session will be live-streamed** for those who prefer to attend virtually. Whichever date or option you select, the presented topics will be the same.

## Event Details

Calgary	Edmonton
<p><u>Date:</u> Thursday, February 8, 2024</p> <p><u>Time:</u> 8:30 am – 3:30 pm</p> <p><u>Location:</u> <b>Best Western Premier</b></p> <p><u>Address:</u> 1316 33 Street NE, Calgary</p>	<p><u>Date:</u> Thursday, February 15, 2024</p> <p><u>Time:</u> 8:30 am – 3:30 pm</p> <p><u>Location:</u> <b>Edmonton Expo Centre</b></p> <p><u>Address:</u> 7515 - 118 Ave. NW, Edmonton</p>
<p><b>REGISTER</b></p> <p><b>Feb. 8, 2024</b></p>	<p><b>REGISTER</b></p> <p><b>Feb. 15, 2024</b></p>

**In-Person Admission: \$190 + GST**

**Virtual Admission: \$130 + GST**

If you have any questions, please contact Nicole Moyo at [nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com).

This event is by invitation only.

We hope you can join us!

Brownlee LLP

*This message is sent on behalf of the Brownlee Municipal Practice Area.*

*You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.*

*If you do not wish to receive information regarding future Emerging Trends in Municipal Law sessions, [Unsubscribe here](#).*

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Toll Free: 1-800-661-9069

**Calgary:**  
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530 – 8 Ave. SW  
Calgary, AB T2P 3S8  
(403) 232-8300  
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LinkedIn: [Brownlee LLP](#)



**NICOLE MOYO | EVENTS ASSISTANT | BROWNLEE LLP**

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**Toll-Free. 800-661-9069 | [www.brownleelaw.com](http://www.brownleelaw.com)**

*We acknowledge the traditional territories of the Indigenous peoples of the Treaty 6 region and the Metis settlements and Metis Nation of Alberta, regions 2, 3 and 4. We respect the histories, languages and cultures of the First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our community.*

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**GROUP GROUP YOUTH SOCIETY  
OF PINCHER CREEK  
Box 2624, Pincher Creek, AB  
T0K 1W0**

**Phone: 403-627-4616**

October 30, 2023

Joint Funding Committee  
Town of Pincher Creek & M.D. Council  
P.O. Box 279  
Pincher Creek, AB  
T0K 1W0

**RECEIVED**  
**NOV 9 2023**  
**M.D of Pincher Creek**

Dear Joint Funding Committee;

Re: 2024 Joint Funding Request

The Board of Directors at Group Group Youth would like to express their appreciation upon receiving your letter regarding next year's funding. Plans for programming in the coming months are now already underway.

Everyone at the Centre is looking forward to another busy, and productive, year helping to address the issues and interests of the community's young people.

Sincerely,

Lynne Teneycke  
Executive Director  
Group Group Youth Society



## Foothills Little Bow Municipal Association

c/o Vulcan County  
Box 180  
Vulcan, AB TOL 2B0

---

November 17, 2023

### Re: Regular Meeting of the Foothills Little Bow Municipal Association

**Date of Meeting:** Friday, January 19, 2024

**Time:** Registration 9:30 a.m. Meeting Starts: 10:00 a.m.

**Location:** Coast Hotel Lethbridge  
526 Mayor Magrath Drive South  
Lethbridge, AB

---

To our members,

Please consider this letter as Notice of the winter meeting of the Foothills Little Bow Municipal Association on January 19, 2024.

We encourage you to submit resolutions by December 29, 2023, three weeks prior to the meeting.

Municipalities are also encouraged to bring forward any topics which are currently of interest or concern to your community. Please contact me no later than January 5<sup>th</sup> if you wish to make a presentation, along with the amount of time required. If presentations are not brought forward, the Foothills Little Bow Municipal Association will select local presenters or experts from RMA.

Thank you in advance for your anticipated contributions.

Yours truly,

Laurie Lyckman  
Chair

# Candlelight Church Service

H2e



## Friday, December 1, 7pm

**Everyone Welcome!**

**Tea & Snacks in Summerview Hall  
After the Service  
Heritage Acres Farm Museum**

location

